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ABSTRACT

This document, the Strategic Plan for 2000, pulls together the Florida Association of Community Colleges' (FACC's) mission, goals, current objectives, and operational plans for the year. This report contains the following sections: (1) introduction; (2) mission, goals, and objectives; (3) operational plans, which looks at regions and chapters, commissions, standing committees, and special committees; and (4) appendices, which includes the strategic planning process, developing the strategic plan for 2000, forms used to develop the operational plans and to present each unit's operational plan, and a history of the FACC. FACC goals and objectives for 2000 are to: promote actively legislation that is beneficial to the association's institutional and individual members; advocate and provide professional training, education, and development opportunities for association members; define critical community college public policy and legislative issues and engage in cooperative research activities on those issues; enhance public awareness and understanding of the mission, purpose, and accomplishments of Florida's community colleges; recognize and showcase exemplary programs, practices, activities, and individuals; enhance and encourage communication, cooperation, professionalism, and camaraderie among individuals and institutional association members; provide membership development and services that ensure an active and vital association; and maintain a fiscally sound organization that is efficiently and effectively managed. (VWC)

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FLORIDA COMMUNITY COLLEGES

PUTTING MINDS TO WORK

FOR 2000 AND BEYOND

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Florida Association of Community Colleges

STRATEGIC PLAN FOR 2000

FL000210

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STRATEGIC PLAN FOR 2000

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Florida Association of Community Colleges

STRATEGIC PLAN FOR 2000

FACC Strategic Plan for 2000

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INTRODUCTION

Introduction

The Association

The Florida Association of Community Colleges is the most unique organization serving any community college system in the nation. The Florida Association of Community Colleges (FACC) is the only organization that represents all 28 of Florida's Community Colleges, their employees, boards, retirees and associates.

The Association is organized through an intricate network of Chapters, Commissions, Regions and a Board of Directors. A full-time staff administers the day-to-day operations, maintains membership records and coordinates communications and professional development opportunities.

Strategic Plan

This document, *The Strategic Plan for 2000*, pulls together in one place the Association's mission, goals, current objectives, and operational plans for the year. The Strategic Plan is based on the premise that the Association will be more successful if we continually reinforce who we are and where we are going as an organization. The Strategic Plan is intended to guide the members toward achieving the Association's goals and objectives. Since we live in a dynamic, ever changing world it is understood that changes in the operational plans may be needed to achieve the Association's goals and objectives. The planning process is described in Appendix A.

The Planning and Development Committee is responsible for updating and monitoring the Association's Strategic Plan with particular emphasis given to the Association's structure, functions, and effectiveness to determine if the needs of members are met. The committee is also responsible for recommending action to be taken by the Board of Directors to meet the short-range and long-range plans of the Association.

The Planning and Development Committee is a standing committee established by Article VII, Section 2, of the Association's Bylaws. The purposes and responsibilities of the Planning and Development Committee are defined by Standing Rule III, Section 1 – Standing Committees. The membership of the committee for the current year is shown in the following table.

Planning & Development Committee
Doug Olson, Chair

Unit	Representative
Immediate Past-Chair	James Olliver
Region I	Tim Kelly
Region II	Gerri Bucher
Region III	Donna Warford-Alley
Region IV	Bill Shaffer
Region V	Ted Wright
President's Council	Steven Wallace, Chair
Trustees Commission	Elba Robertson, Chair
Division of Community Colleges	Pat Windham
State Board of Community Colleges	Dick D'Alemberte

MISSION, GOALS AND OBJECTIVES

MISSION, GOALS AND OBJECTIVES
Of
THE FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

The mission and goals are defined in Article II of the *Bylaws of The Florida Association Of Community Colleges, Inc.* Changes must be approved by a 2/3 vote of the Assembly of Delegates as specified in Article XIV of the Bylaws.

Mission

The Florida Association of Community Colleges is the professional association of Florida's 28 public community colleges, the Division of Community Colleges, their Boards, employees, retirees, and associates. The mission of the Association is to promote actively and to represent, support, and serve democratically members and institutions in their endeavors to provide their students and the citizens of Florida the best possible comprehensive community college educational system.

Goals

The Association fulfills its mission by accomplishing the following goals:

(1) To promote actively legislation that is beneficial to the Association's institutional and individual members.

(2) To advocate and provide professional training, education, and development opportunities for the Association members.

(3) To define critical community college public policy and legislative issues and to engage in cooperative research activities on those issues.

(4) To enhance public awareness and understanding of the mission, purpose, and accomplishments of Florida's community colleges.

(5) To recognize and showcase exemplary programs, practices, activities, and individuals.

(6) To enhance and encourage communication, cooperation, professionalism, and camaraderie among individual and institutional Association members.

(7) To provide membership development and services that ensure an active and vital Association.

(8) To maintain a fiscally sound organization that is efficiently and effectively managed.

Objectives

The operational objectives are associated with each of the Association's goals. These objectives are updated annually. The Planning and Development Committee works with the Executive Committee of the Board of Directors to update the objectives. The Executive Committee is composed of the President, President-Elect, Vice President for Commissions, Vice President for Regions and Chapters, the Immediate Past President, and the Executive Director of the Association. Changes to the objectives must be approved by the Board of Directors.

The Association's Objectives are the basis for the operational plans of the Regions, Chapters, Commissions, and Committees; these organizational entities are referred to as "Units" in the Strategic Plan.

Updates to Objectives

In 1999 two significant accomplishments were realized: reaching the 7,000-member mark, and being prepared to retire the mortgage on the FACC office building in Tallahassee by the end of 2000.

The two objectives related to these accomplishments have been changed as follows:

7a. Each chapter will have a membership in FACC that equals or exceeds 50% of the number of full-time college employees.

8b. Develop a plan for acquisition of additional property surrounding the current FACC property.

Five new objectives were added:

1k. Provide leadership related to the discussions surrounding governance and restructuring of higher education in Florida.

2f. Develop a plan to bring in resources for expanded programs of professional development.

2g. Explore new avenues for hosting professional development activities using satellite or videoconference technology.

3d. Develop a plan for subsidizing research in key policy issue areas.

4e. Take leadership in directing the Division of Community College's multi-layered public relations campaign.

Five other objectives were edited to sharpen their focus: **1a, 1h, 1i, 7b, and 8i.**

FACC Goals & Objectives for 2000

1 To promote actively legislation that is beneficial to the Association's institutional and individual

1a Maintain and implement an integrated, cohesive, comprehensive plan for defining the issues, communicating the concerns, and promoting the FACC legislative agenda.

Board of Directors

Executive Committee

1b Communicate legislative issues affecting community colleges to the membership in a timely and effective manner.

Chapters

Legislative Committee

1c Communicate the community college position and viewpoint on pertinent issues, as defined by the Council of Presidents, the State Board for Community Colleges, the Division of Community Colleges, and the FACC Board of Directors to the legislature, the public, and the members.

FACC Staff

Legislative Committee

1d Develop close ties and strong professional relationships with legislators, legislative staff, and other key policy-makers.

Chapters

Commissions

Committees

FACC Staff

1e Maintain an active presence and effective network with the legislature and appropriate state agencies to achieve legislative aims.

Chapters

FACC Staff in conjunction with Council of Presidents and State Board of CC Staff

1f Monitor State legislative and agency activities related to the FACC policy agenda.

FACC Legislative Consultant

FACC Staff

1g Coordinate the legislative activities of all FACC entities with the Presidents' Council and the State Board of Community Colleges.

Board of Directors

Executive Committee

1h Maintain and enhance active trustee involvement in the legislative activities of the Association.

Executive Committee in consultation with Council of Presidents

Trustees Commission

1i Mobilize faculty to increase their involvement in the work of FACC, especially in legislative initiatives that impact curriculum and instruction.

Curriculum & Instruction Commission

Faculty Commission

1j Work to facilitate a common agenda and consensus between and among the 28 community colleges, Council of Presidents and the State Board of Community Colleges.

Executive Committee

Legislative Committee

FACC Goals & Objectives for 2000

1 To promote actively legislation that is beneficial to the Association's institutional and individual

1k Provide leadership related to the discussions surrounding governance and the restructuring of higher education in Florida to insure the local autonomy of community colleges is maintained.

Executive Committee

Executive Director

End of Objectives for Goal 1

FACC Goals & Objectives for 2000

2 To advocate and provide professional training, education, and development opportunities for the

2a Keep FACC members informed about the legislative process and policy issues.

Chapters

FACC Legislative Consultant

FACC Staff

2b Provide at least one professional development activity (through the activities of the Commissions and Regions as well as the Annual Meeting) that is relevant to the job responsibilities of each Association member.

Commissions

FACC Staff

Regions

2c Seek expansion of educational opportunities for the professional development of FACC members.

Leadership Committee

Membership Development Committee

2d Commission informed researchers and writers to report on the most important issues that have implications for Florida's community colleges through contributions to Visions, the Journal of Applied Research for the FACC, and occasional papers.

Journal Editorial Committee

2e Work with the Council of Presidents to establish an Academy of Leadership for future community college presidents and senior administrators.

Leadership Committee

2f Develop a plan for expanded programs of professional development to include the use of external resources where appropriate and affordable.

Executive Committee

2g Explore new avenues for hosting professional development activities using satellite or video conference technology.

Commissions

FACC Staff

Regions

End of Objectives for Goal 2

FACC Goals & Objectives for 2000

3 To define critical community college public policy and legislative issues and engage in cooperative

3a	Hold forums with region, chapter and commission leadership to assist with the identification and prioritization of legislative and public policy issues, based on input from their members, that warrant FACC attention and activity. *Legislative Committee*
3b	Identify public policy issues of importance to the FACC and provide support for focused research on those topics. *Board of Directors* *Commissions* *Journal Editorial Committee*
3c	Highlight research and explore issues of importance to Florida's community colleges through Visions, the Journal of Applied Research for the FACC. *Commissions* *Journal Editorial Committee*
3d	Develop a plan for subsidizing research in key policy issue areas. *Executive Committee* *Executive Director*

End of Objectives for Goal 3

FACC Goals & Objectives for 2000

4 To enhance public awareness and understanding of the mission, purpose, and accomplishments of

4a Enhance current public relations activities by the Association and assist with the activities of the Division of Community Colleges to expand public awareness of important community college policy issues.

Chapters

FACC Public Relations Staff

4b Assist the Division of Community Colleges in the development and enhancement of new and existing linkages between the community college system and business, industrial, governmental, and community organizations and agencies.

Chapters

FACC Staff

4c Seek greater involvement of groups and individuals (especially from business and industry) who will report on community college accomplishments and speak out on community college issues.

Chapters

FACC Staff

4d Encourage individual chapters and members to support local, community service activities that strengthen those communities and advance the objectives of the Association.

Chapters

4e Assume a leadership role in directing the Division of Community CollegeÆs multi-layered public relations campaign.

FACC Staff

End of Objectives for Goal 4

FACC Goals & Objectives for 2000

5 To recognize and showcase exemplary programs, practices, activities, and individuals.

5a Recognize legislators, legislative staff, and other policy-makers and corporate leaders who have made noteworthy contributions to the advancement of community colleges and the FACC legislative agenda.

Chapters

Institutional Advancement Commission

Legislative Awards Committee

Legislative Committee

5b Recognize community college alumni who have provided exemplary service in their profession or in their community through highly publicized annual awards.

Chapters

Institutional Advancement Commission

5c Provide and publicize awards for exemplary work in all categories of service to community colleges, FACC, and the community.

Awards Committee

Commissions

Regions

5d Explore additional forums for showcasing exemplary programs and activities of FACC member organizations and individuals.

Board of Directors

5e Develop a system for maintaining within FACC archives, a complete history of awards presented by the Association.

FACC Staff

5f Fund an endowment, through private gifts and grants as well as Association resources, which create a program of mini-grants that might be used to recognize exemplary individuals, activities and programs.

FACC Foundation

End of Objectives for Goal 5

FACC Goals & Objectives for 2000

6 To enhance and encourage communication, cooperation, professionalism, and camaraderie among

6a Continue to provide and enhance the opportunities for communications and networking among Association members through the use of innovative technologies.

FACC Staff
Learning Resources Commission
Technology Commission

6b Increase participation at the annual meeting, Association-wide as well as within each Commission, and at each of the regional workshops, by an identified targeted amount.

Board of Directors
Chapters
Commissions
Regions

6c Recognize Commissions and Regions that expand their activity and participation.

Awards Committee

6d Provide information and foster communication among Chapters and within Regions, and on topical issues related to the work of Commissions and Special Committees.

Chapters
Commissions
Regions
Special Committees

End of Objectives for Goal 6

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FACC Goals & Objectives for 2000

7 **To provide membership development and services that ensures an active and vital Association.**

7a	Each chapter will have a membership in FACC which equals or exceeds 50% of the number of full-time employees at the chapter.Æs college or campus. *Board of Directors* *Chapters* *Membership Development Committee* *Regions*
7b	Establish a member benefits package which cannot be obtained through a member's own institution and is recognized as significant by a majority of the membership. *Board of Directors* *Member Services Committee*
7c	On a continual basis, review and revise FACC policies as needed and work with Chapters and institutions to establish procedures that enhance the retention of members and make it easier to join or rejoin FACC. *By-Laws Committee* *Executive Committee* *Membership Development Committee*
7d	For each conference or workshop held during the year, define appropriate outcomes for FACC members and plan activities that will lead to improved attendance and successful accomplishment of those outcomes. *Board of Directors* *Chapters* *Commissions* *Regions*
7e	Ensure that all FACC members receive publications, materials, and services. *Executive Committee* *FACC Staff*

End of Objectives for Goal 7

FACC Goals & Objectives for 2000

8 To maintain a fiscally sound organization that is efficiently and effectively managed.

8a	On an annual basis, develop and implement a budget (and accounting system) for the Association and require each Chapter, Commission, etc., to operate within a budget and report accurately and regularly on all financial transactions. *Board of Directors* *Chapters* *Commissions* *Finance & Human Resource Committee*
8b	Develop a plan for acquisition of additional property surrounding the current FACC property. *Executive Committee* *Executive Director*
8c	Continue to identify new sources of revenue to make the Foundation financially independent. *FACC Foundation*
8d	Employ and develop the Association staff to appropriate strength to support the achievement of FACC's goals and objectives. *Board of Directors*
8e	Develop a "policies and procedures" manual for the Association. *Board of Directors* *FACC Staff*
8f	Review and continually improve the Association's long-range strategic planning process and issue an updated strategic plan with operational objectives. *Board of Directors* *Planning & Development Committee*
8g	Improve administrative operations of the Association through the use of innovative technology. *Learning Resources Commission* *Technology Commission*
8h	Continue developing and exercising strategies to address the routine maintenance and repair needs of the FACC Building. *FACC Staff*
8i	Continually review and refine the processes for identifying good candidates for FACC Offices, and assisting them in navigating the selection process, and managing the credentials and voting process across the membership. *Credentials Committee* *Nominating Committee* *Tellers and Elections Committee*

End of Objectives for Goal 8

End of FACC Goals and Objectives for 2000

OPERATIONAL PLANS

OPERATIONAL PLANS

Introduction

The Goals and Objectives of the Association are accomplished by its organizational units with support from the FACC Staff and the Executive Director. The organizational units are Regions, Chapters, Commissions, Standing Committees, and Special Committees. These organizational units are established in Association's Bylaws. The Association's Standing Rules describe the purpose and responsibilities of each unit; the duties of state-wide offices and operational information are also included in the Standing Rules.

The Operational Plans of each organizational unit are outlined in the Unit Objectives/Activities for 2000 forms that are included in this section; the layout of this form is a modification of the layout of the form submitted by the individual units. A blank copy of both forms is included in Appendix C.

Grouping of Operational Plans

The Unit Objectives/Activities for 2000 forms appear in the following order:

1. Regions and Chapters
2. Commissions
3. Standing Committees
4. Special Committees

Each group of operational plans is preceded by introductory information for units in that group. This introductory information includes a table that identifies the member of the Board of Directors who is responsible for the unit. Since chapters are grouped within their respective regions, a list of chapters in alphabetic order is included to facilitate locating the operational plans for a given chapter.

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VP for Regions & Chapters, Dianne Kostelny, Okaloosa-Walton Community College

Region	Region Director
I	Lynn Burden, Pensacola Junior College
II	Kate Salvatore, Santa Fe Community College
III	Alex Kajstura, Daytona Beach Community College
IV	Earl Paul, Hillsborough Community College
V	Patricia Ayres, Miami Dade Community College/North

Regions

Regions are defined as follows in Article XII, Section , of the Association's Bylaws. The State of Florida is geographically subdivided into the five FACC regions listed below.

Region I. Chipola Junior College, Gulf Coast Community College, Okaloosa-Walton Community College, Pensacola Junior College, Tallahassee Community College, and the State Board of Community Colleges.

Region II. Florida Community College at Jacksonville, Lake City Community College, North Florida Junior College, St. Johns River Community College, and Santa Fe Community College.

Region III. Brevard Community College, Central Florida Community College, Daytona Beach Community College, Lake-Sumter Community College, Seminole Community College, and Valencia Community College.

Region IV. Edison Community College, Hillsborough Community College, Manatee Community College, Pasco-Hernando Community College, Polk Community College, St. Petersburg Junior College, and South Florida Community College.

Region V. Broward Community College, Florida Keys Community College, Indian River Community College, Miami-Dade Community College, and Palm Beach Community College.

Chapters

Each college has one chapter, with the exception of Miami-Dade Community College which has five chapters. The total number of chapters is thirty-two.

The authority to form chapters is defined in Article IX of the Association's Bylaws. The purposes and responsibilities of chapters are defined as follows by Standing Rule V, Section 2:

The purpose of a chapter of FACC shall be to involve more actively individual members in carrying out the goals and purposes of the Association at the local level. Therefore, the chapter shall endeavor to do the following:

1) To promote increased communications and interaction among all employees and board members.

2) To provide a forum for the discussion of issues which are of interest or importance to the entire college family, including, but not limited to, legislative concerns.

3) To assist the membership chair with the organization and execution of the annual membership campaign.

4) To establish the election procedure for the selection of delegates to the Assembly of Delegates and voting representatives to each commission as provided in the FACC Bylaws and Standing Rules.

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

List Of Chapters In Alphabetic Order

Chapter	Region	Chapter President
Brevard Community College	R3	Carolyn Hayes
Broward Community College	R5	Suzanne Nicolini
Central Florida Community College	R3	Debbie Bowe
Chipola Junior College	R1	Alfonsa James
Daytona Beach Community College	R3	Cynthia Gradolf
Edison Community College	R4	Pat Gordin
Florida Community College At Jacksonville	R2	Charles Smires
Florida Keys Community College	R5	Debra Leonard
Gulf Coast Community College	R1	Daniel Finley
Hillsborough Community College	R4	Karen Griffin
Indian River Community College	R5	Veronica Toppin
Lake City Community College	R2	Wendy Mulligan
Lake Sumter Community College	R3	(none)
Manatee Community College	R4	Marguerite Hunt-Evans
Miami Dade Community College/Homestead	R5	Mervyn Solomon
Miami Dade Community College/Kendall	R5	Peter Townsend
Miami Dade Community College/Medical	R5	R. Joe Simmons
Miami Dade Community College/North	R5	Wanda Curtis
Miami Dade Community College/Wolfson	R5	Irene Lipof
North Florida Community College	R2	Jessica Webb
Okaloosa Walton Community College	R1	Janice Coon
Palm Beach Community College	R5	Joanne Laipply
Pasco Hernanco Community College	R4	Melinda Xiggores
Pensacola Junior College	R1	Tammy Henderson
Polk Community College	R4	Paul Thompson
Santa Fe Community College	R2	Denise Acevedo
South Florida Community College	R4	Lena Phillips
Seminole Community College	R3	Randy Pawlowski
St. Johns River Community College	R2	Anissa Cameron
St. Petersburg Junior College	R4	Cathy Hakes
Tallahassee Community College	R1	Monica Bedard
Valencia Community College	R3	Brenda Jones

Region I

Director, Lynn Burden,
Pensacola Junior College

Chapter	Chapter President
Chipola Junior College	Alfonsa James
Gulf Coast Community College	Daniel Finley
Okaloosa-Walton Community College	Janice Coon
Pensacola Junior College	Tammy Henderson
Tallahassee Community College	Monica Bedard

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☒Region ☐Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Region I

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2b	Provide professional development opportunities for Region I FACC members	Host Region I Conference at Pensacola Junior College	Burden/Culbreth PJC Chapter	5/00
5c	Select and recognize "Chapter of the Year", "Outstanding Member of the Year", and "Unsung Heroes" from each Chapter	Publicize "Chapter of the Year" Criteria and encourage Chapters to submit nominations. Recognize Chapter presidents, "Outstanding Member of the Year", and "Unsung Heroes" at the annual convention.	Burden	2/00 – 11/00
6b	Increase member participation/attendance by 5 % at FACC professional development meetings, Region I Workshop and State Conference	Hold Chapter Presidents meetings 3 times a year to disseminate information and plan strategies to encourage member participation.	Burden/Culbreth Chapter Presidents	2/00 – 11/00
6d	Provide information and promote communication among Region I Chapters	Develop and publish a Regional Newsletter 3 times a year.	Burden	12/99
7a	Increase overall Region I membership by a minimum of 5% to help FACC reach the goal of 8,000 members by 12/2000	Each Chapter will hold a membership drive with prizes going to the Chapter member who brings the most new members and prizes will be awarded at the annual convention. Encourage each Chapter to send a representative to the membership workshop in July.	Burden Chapter Presidents	1/00 – 11/00
7d	Encourage each Chapter to have a workshop/planned activity to improve member participation at the local level, district level and state level	Work with Chapter presidents to plan and implement the workshop/planned activity. Work with Chapter presidents to organize local Chapter members by commissions.	Burden Chapter Presidents	1/00 – 11/00

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FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☒ Chapter ☐ Commission ☐ Standing Committee ☐ Special Committee

Name of Unit: Chipola Junior College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1d	Actively promote legislature that is beneficial to FACC and its members	Develop close ties and strong relationships with legislative staff and other key policy-makers. Visit our legislators and present with CJC reminders.	President Chapter Legislative Chair	On-going
2a	Keep FACC members informed about legislative process and issues	Be sure all materials are distributed to CJC FACC members concerning legislative issues.	Publication Chair	2/2000-11/2000
6b	Increase interest and participation in FACC and the Chapter activities	Plan social events that will lead to improved attendance.	Executive Board	On-going
6c	Continue to increase participation at the annual meetings	Get out information about meetings and encourage more participation.	Executive Board CJC FACC Chapter	2/2000-11/2000
8a	Maintain an accurate budget with regular reporting.	Treasurer reports at membership meetings and board meetings. quarterly updates.	Chapter President Chapter Treasurer	2/2000-12/2000

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FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Gulf Coast Community College Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b	Communicate legislative issues affecting community colleges to FACC membership.	Distribute FACC notices, legislative updates. *Current* to membership both in hard-copy & E-mail formats.	Melissa Lavender	01/00 ongoing
1d	Develop close ties & strong professional relationships with legislators, legislative staff & other key policy-makers.	College President meets weekly with legislators & key policy-makers when Legislature is in session.	Bob McSpadden	Throughout the year
2a	Keep FACC members informed about the legislative process & policy issues.	Distribute FACC notices, legislative updates. *Current* to membership both in hard-copy & E-mail formats.	Melissa Lavender	Throughout the year
4a	Enhance current public relations activities by the chapter.	Participate in high-visibility events, i.e., March of Dimes WalkAmerica, American Cancer Society Relay for Life, etc.	Dan Finley	Throughout the year
4b	Enhance linkages between the community college system & business, industrial, government & community organizations & agencies.	College President is member of Chamber of Commerce & attends monthly First Friday meetings.	Bob McSpadden	Throughout the year
4c	Seek greater involvement of groups & individuals (e.g., business & industry) who will speak out on community college issues.	College President is member of Chamber of Commerce & attends monthly First Friday meetings.	Bob McSpadden	Throughout the year
4d	Encourage FACC members to support local, community service activities.	Participate in high-visibility events, i.e., March of Dimes WalkAmerica, American Cancer Society Relay for Life, etc.	Dan Finley	Throughout the year
5a	Recognize legislators, staff, policy-makers & corporate leaders who have made noteworthy contributions to GCCC and/or FACC.	Director of Institutional Advancement recognizes these individuals & groups.	Carole Lapensohn	Foundation Banquet 02/00 and Throughout the year

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Gulf Coast Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
5b	Recognize community college alumni who have provided exemplary service to GCCC and/or FACC.	Director of Institutional Advancement recognizes these individuals & groups.	Carole Lapensohn	Foundation Banquet 02/00 and Throughout the year
6a	Enhance communications among FACC members through the use of innovative technologies.	Offer social activities, attend workshops, conferences & communicate with other chapters via E-mail & other means of communications. Establish chapter website.	Dan Finley Steve Dunnivant	Throughout the year
6d	Foster communication among FACC chapters within Regions I on important issues.	Communicate with other chapters via E-mail & other means of communications.	Dan Finley	Throughout the year
7a	The chapter will have an FACC membership exceeding 50% of full-time GCCC employees.	Membership drives in the fall & spring. Increase overall membership by 10%.	Dan Finley Shirley Taylor	Throughout the year
7d	Define outcomes for FACC members attending conferences & workshops. Plan activities that lead to improved attendance & successful accomplishment of those outcomes.	Select committee that will draft goals & objectives for conferences & workshops with measurable outcomes.	Dan Finley	Throughout the year
8a	Develop an annual chapter budget & accounting system. Require the chapter to operate within that budget, reporting accurately & regularly on all financial transactions.	Treasurer's report at chapter meetings.	Dan Finley Shirley Taylor	Throughout the year

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FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Okaloosa-Walton Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1e	Maintain an active presence and effective networking with legislators	Invite legislators and policy makers to OWCC campus. Host luncheon honoring local legislators. Attend FACC Legislative Workshop in Tall.	David Schjott Janice Coon Willie Farrow James Richburg Jeff Schembera	On-going
2a	Keep FACC members informed about legislative process and policy issues	At monthly Faculty meetings when applicable; at FACC Membership meetings during legislative session; at monthly FACC Board meeting during legislative session; participate in "Legislative Conference Calls" during session	James Richburg Jeff Schembera David Schjott Janice Coon Willie Farrow	On-going
4d	Encourage and support local community (fund-raising) service activities that strengthen the community	Organize a fund-raising event/effort to benefit a local established charity. Obtain publicity for FACC through donation to charity.	Janice Coon Willie Farrow Mendy Walker	On-going
5b	Recognize community leaders and distinguished alumni who have provided exemplary service to the community, college and FACC	Distinguished alumni will be recognized by OWCC Foundation. Portfolio will be submitted for state recognition of annual Distinguished Alumni Award.	Janice Coon Jim Chitwood James Richburg Trish Mann	On-going
5f	Organize and promote fund-raisers to endow scholarships	Concessions from men's and women's basketball games will be used to augment FACC Book Scholarship Fund and FACC Terry R. Brown Memorial Scholarship Endowment annual award to a FACC family member. Additional funds will be used to establish an additional scholarship endowment for a permanent, part-time employee and/or their dependent.	Willie Farrow Janice Coon Judy Metzger	On-going
6a	Provide and enhance opportunities for communications among members	Establish Chapter web-site and publish Chapter newsletter on quarterly basis. Distribute all publications received from FACC state office to all members including retiree members.	Janice Coon Rita Atwood	On-going

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Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
6b	Increase interest and participation in FACC and the Chapter activities	Plan social events that will lead to improved attendance. Encourage attendance at commission and region workshops, as well as, annual convention	Janice Coon Dawn Savage David Thomas	On-going
7a	Increase membership with emphasis on part-time employees and retirees	Target part-time employees and retiring employees. Chapter will provide life membership to each FACC member at time of retirement. Increase overall membership by ten percent.	Membership Committee, David Thomas, Chair	On-going
8a	Maintain an accurate budget with regular reporting.	Treasurer reports at Membership meetings and board meetings; quarterly update worthy of fiscal audit	Janice Coon Cynthia McGinnis	On-going

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FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Pensacola Junior College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b	Communicate legislative issues affecting community colleges to FACC membership	Disseminate information via Chapter meetings, campus wide e-mails, distribute Current and other mail outs.	Chapter publicists and Chapter Executive Board	On-going
1b	Increase communication of Legislative issues with Chapter members	Quarterly meetings with Chapter officers, disseminate information via e-mail.	Chapter Executive Board	On-going
2c	Create PJC Professional Development Chapter Fund	Award scholarship for books/supplies for two career service members in 2000. Total not to exceed $200.	Chapter Executive Board	1/2000 – 11/2000
4a	Enhance current public relations activities by the Association	Volunteer at public functions, such as basketball games. Participate in Clean & Green Community Program	Chapter Executive Board and Chapter Members	1/2000 – 11/2000
4d	Support mission and programs of PJC and community	WSRE-TV, March of Dimes, Heart Walk, College Forums, PJC Arts exhibits, etc.	Chapter Executive Board and Chapter Members	1/2000 – 11/2000
5a	Recognize legislators, legislative staff, and others who contribute to the advancement of the community colleges and FACC	Participate in letter writing to legislators, when necessary. Hold reception/Chapter meeting to recognize and thank legislators. Participate in legislative award nominations.	Chapter Executive Board	1/2000 – 11/2000
5c	Organize Chapter Archives	Keep awards, photos, news clippings from Chapter events.	Chapter President and Archives Committee	On-going
6b 6c 6d	Enhance and encourage communication, professionalism, camaraderie	Sponsor Region I Conference. Plan social activities, attend workshops, conferences, communicate with other chapters. Recruit faculty. Fund/sponsor members to attend commission meetings.	Chapter Executive Board	On-going
7a	Increase membership by 10%	Fall and Spring membership drives, FACC presentation at fall orientation, booths at College events.	Chapter Membership officer and committee, Chapter Executive Board	1/2000 – 11/2000
7d 8a	Improve attendance to workshops and conferences	Sponsor commission and region officers and state committee members to meetings. Secure funding, conduct fund raisers to help support paying for members to attend.	Chapter Executive Board	1/2000 – 11/2000

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Tallahassee Community College Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b	Communicate legislative issues affecting community colleges to FACC membership.	Distribute mail-outs, Current, other pertinent fliers in a timely manner to membership.	Chapter publicist: Renee Lovett	01/00 on-going
1e	Maintain active presence networking with the legislature and state agencies.	Attend legislative training workshop. Share information with membership.	Chapter Board	02/04/00
1i	Mobilize faculty to increase involvement in the work of FACC.	Solicit input from faculty via email on legislative issues and concerns. Ask faculty to participate in FACC activities.	Chapter Board	02/00 on-going
4a	Enhance current public relations activities by the Association.	Volunteer at public functions, such as basketball games. Hold fund raiser for Habitat for Humanities drive.	Chapter Board	Throughout the year
6b 6c 6d	Enhance and encourage communication, professionalism, camaraderie.	Offer social activities, attend workshops, conferences. Communicate with other chapters.	Chapter, Commissions, State Board	Throughout the year
7a	Increase 50% plus current membership by at least 10%.	Social gatherings, membership drive in the fall.	Chapter Board	Throughout the year
4c	Seek greater involvement of groups.	Val-gram fund raiser for book scholarships. Silent auction fund raiser. Dance - social activity. Concession stand volunteers, fund raiser for Habitat for Humanities building fund.	Chapter Board	Throughout the year

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Region II

Director, Kate Salvatore,
Santa Fe Community College

Chapter	Chapter President
Florida Community College At Jacksonville	Charles Smires
Lake City Community College	Wendy Mulligan
North Florida Community College	Gerri Bucher
St. Johns River Community College	Anissa Cameron
Santa Fe Community College	Denise Acevedo

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☒Region ☐Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Region II

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2b	Provide at least one professional development activity	Region II Spring Conference to be held at FCCJ South Campus	Director, Deputy Director, FCCJ Chapter President	3/24/00
2g	Explore new avenues for hosting professional development activities	Research , brainstorming at Chapter Presidents meetings	Director, Deputy Director, Chapter Presidents, and Members	On-going
5c	Provide and publicize awards for exemplary practices	Region of the Year Award Unsung Hero Award	Director, Deputy Director, Chapter Presidents	
6b	Increase participation at regional workshops	Publicize and encourage participation within each chapter	Director, Deputy Director, Chapter Presidents	11/00
6d	Provide information, & foster communication between chapters and regions	Use email to disseminate information, create & distribute a regional newsletter, schedule regular chapter meetings to handle business as well as share ideas	Director	On-going
7a	Increase membership within Region II	Support chapter activities by providing ideas, assistance, speakers at meetings	Director, Deputy Director	10/00
7d	For each conference or workshop held, define appropriate outcomes for members, plan activities to enhance retention	Plan activities at Chapter Presidents meetings and discuss the activities afterward to critique and plan for the future	Director, Deputy Director, Chapter Presidents	11/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Florida Community College at Jacksonville Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Increase membership to 750	Distribute membership drive letters in February. Obtain list of employees currently not members. Distribute FACC membership info at new employee orientations. Hold campus membership drive in Sept.	Charles Smires Harry Hodges Commission Chairs Campus Reps	February September
1b	Keep membership informed about legislative process and issues	Hold legislative forums before and after the legislative session. Provide updates at chapter meetings. Attend Legislative Days in Tallahassee.	Charles Smires Susan Calhoun	January February May Monthly meetings
4d	Participate in local community activities that strengthen the community	Paint the Town MS Walk Stuff the Bus Special Olympics	Joe Fowler Ron Natale Susan Calhoun Cliff Goff	April May August October
5f	Organize and promote fund-raisers to endow scholarships	St. Patrick's Day Fund-raiser Easter Basket Raffle Cookbook Sale Silent Auction	Richard Snipes Kathy Rich Campus Reps	March April May October
6b	Increase interest and participation in FACC and Chapter activities	Plan social events, such as dinner at the Mallard Room, Faculty Talent Show	Charles Smires Board members	April September/ October
2c	Provide educational/professional development activities for Chapter members	Hold at least two professional development activities during year Commission Chair leadership training One professional development activity at Region conference	Charles Smires Board Members	February March Fall
5a 4b 5c	Recognize exemplary programs and individuals	Nominate legislators for the Legislative Awards Submit portfolio for Distinguished Alumni Award Submit nominations for Commission Awards	Charles Smires Susan Lehr Commission Chairs	January By appropriate award deadlines

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FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Lake City Community College Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b	Communicate Legislative issues	Distribute Perception and other FACC accomplishments electronically & physically, utilizing campus facilities	Chapter President	Ongoing
1i	Increase Faculty involvement	Utilize faculty resources for workshops. Survey faculty for innovative input.	Activities Chair	Ongoing
2a	Keep FACC members informed about legislative process and issues	Keep members & LCCC staff informed through e-mail and campus mail, and update by legislative delegate at regular chapter meetings.	Legislative delegate Chapter President	Ongoing
4d	Encourage support of local and community service activities	Participation in Charity Air Show, Charity Golf Tournament, Olustee Battle Festival. Assistance for those in need, educational & personal assistance.	Chapter Officers Chapter Members	Ongoing
5b	Recognize LCCC exemplary College alumni; review all graduates of LCCC to select a candidate worthy of nomination for LeRoy Collins Distinguished Alumni Award	Select several potential candidates; committee review and select the LCCC candidate for award; personal interview to see if he/she would accept the nomination. Upon acceptance request brief biography, selected candidate announced at Chapter meeting for entire Chapter approval.	Awards Committee Chair	Ongoing
6b	Increase participation at annual meeting by 50%	Survey campus members to find out why there is low attendance	Chapter Members Chapter President Chapter Secretary	Ongoing
7a	Increase membership to 80%	Anonymous survey of non-members as to reason why they do not join.	Membership Chair	Ongoing
7d	Enlighten members by creating flyers of upcoming chapter events.	Link FACC Chapter Activities to LCCC Web site. Utilize College Marquee.	Technology Chair	Ongoing
7e	Members receive publications etc.	Maintain up-to-date e-mail listing and labels.	Membership Chair	Ongoing

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: North Florida Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
8c	Raise funds for FACC Book Scholarship	Faculty Auction FACC Follies	C. Sperber J. Webb	Feb. 9, 2000
8a	Increase chapter operating budget	Valentine Day Sales Silent Auction	M. Wheeler W. Hodnett	Feb 1-14, 2000
2a 1b	Stay informed about legislative issues as they relate to the community college system	Track Legislation and report to membership Support legislative efforts as requested by the legislative liaison	G. Bucher	Ongoing
6a	Improve campus communication about the NFCC Chapter	Link the FACC webpage to the NFCC site Use e-mail to inform and invite non-members	K. Goodson J. Webb	Ongoing
7a	Increase FACC membership	Back-to-school recruitment Recruit new employees Invite potential new members to various FACC functions on campus Back-to-school Refreshments	All members Bill Hunter Membership Comm Chapter President	Ongoing
6b	Attend and participate in all pertinent regional and state activities	President provide SPD funding Encourage greater state involvement by members Host the 2001 regional conference	Dr. Grissom Chapters Leaders	Ongoing
4a	Increase participation by Institutional Advancement	Produce greater presence for NFCC in Current and annual conference activities	Trish Hinton	Ongoing
2b	Promote participation and attendance at monthly "Meet and Eat"	Schedule "fun" activities and entertaining speakers	Chapter President	Ongoing
5c	Recognize exemplary programs, practices, activities, and individuals at NFCC	Send at least one information update each month about an FACC member or Chapter activity for inclusion in Current	Trish Hinton	Ongoing

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FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: St. Johns River Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b 2a	Plan for defining issues and concerns for legislature and communicating those to members	Workshops and updates with North Florida legislators Legislative newsletter	Executive Board	6/2000
4a	Enhance public awareness	Increase profile at all 3 county Chambers of Commerce through activities and community service projects	Executive Board and other chapter members	Ongoing
5b	Recognize and showcase exemplary programs and individuals	LeRoy Collins Award and other awards	Executive Board	6/2000
6a	Enhance communication and camaraderie	Socials Community service projects Open meetings	Executive Board	Ongoing
7d	Provide membership development	Workshops Publications	Publications Chair and Executive Board	Ongoing
8a	Establish operating budget for Year 2001	Meet with SJRCC Administration for funding request	Executive Board	8/2000

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Santa Fe Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1 b	Increase communication of legislative issues with Chapter members.	Quarterly meetings with Chapter Officers; disseminate information via e-mail and Chapter meetings.	D. Acevedo B. Babb	05/00 09/00 12/00
1 d	Develop close ties & strong professional relationships with legislators, etc.	Chapter officers will attend 2-3 legislative sessions.	D. Acevedo B. Babb J. Brumfield V. Gentry M. Kiner K. Otero	03/00 – 05/00
1 i	Enhance the role and increase the involvement of faculty in the work of FACC, especially in legislative issues.	Attend faculty Senate meetings, attend Coordinating Council meetings & attend Presidents' luncheons.	D. Acevedo B. Babb M. Kiner	01/00 – 12/00
2 a	Keep FACC members informed about the legislative process and policy issues.	Disseminate Perception & Current, maintain FACC/Chapter web site, e-mail correspondence, Chapter newsletter, advertise in SFCC Senate Report & campus-wide publicity.	D. Acevedo B. Babb J. Delaney K. Lowman M. Kiner	01/00 – 12/00
2 b	Provide at least one (1) professional development activity, etc.	Career Service Planning Day (X 2) & Faculty Planning Day (X 2)	B. Burrows Y. Currie J. Motta D. Shlafer M.Thames	01/00 – 12/00
2 c	Extend SFCC's Professional Development Fund by Chapter.	Include books/supplies for two (2) members in 2000. Not to exceed $200 total; form Committee.	D. Acevedo M. Kiner K. Otero J. Brumfield	05/00 12/00
2 c	Create Chapter Fund for Chapter Work Study.	Pay for one (1) credit class for Chapter Work-Study, not to exceed $200.	D. Acevedo M. Kiner K. Otero J. Brumfield	12/00
3 a	Maintain relationship with College's legislative/legal liaison for continued communication on legislative/legal issues.	Quarterly meetings.	D. Acevedo B. Babb M. Kiner	05/00 09/00 12/00
4 c	Extend member involvement with Eastside Economic Task Force.	Guest speakers at Chapter Meetings; Volunteer at community activities.	D. Acevedo M. Kiner	03/00 - 12/00

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Santa Fe Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
4 d	Support mission and programs of SFCC and community	Heart Walk; WRUF & WUFT-TV Drives; March of Dimes; Spring Arts Festival; College Forums; Family Literacy Festival; Shakespeare Festival; Paint Your Heart Out Gainesville	D. Acevedo, J. Brumfield, V. Gentry, M. Kiner, K. Lowman, K. Otero, K. Salvatore & M. Thames	01/00 – 06/00
5 a	Recognize legislators, legislative staff & other policy-makers & corporate leaders	Legislative Award Nomination	D. Acevedo & B. Babb	01/00
5 d	Chapter Member of the Month	Quarterly w/ Committee; photo in College newsletter; photo w/ plaque; certificate; "great job" stickers	D. Acevedo, M. Cevelin, V. Gentry, M. Kiner & K. Otero	02/00 – 12/00
5 e	Chapter Archives	Keep awards, photos of Chapter activities, etc., for Chapter members	D. Acevedo & M. Cevelin	10/00
6 b	Increase participation of members in activities (2000)	Work with non-represented groups at College; member-wide contests & updated membership directory	D. Acevedo & V. Gentry	12/00
7 a	Increase Chapter membership by 10% (2000)	Personal contact with underrepresented Chapter groups; FACC packets at College's Orientation & booth at College events	D. Acevedo & V. Gentry	01/00 08/00
7 c	Increase Chapter members' participation (2000)	Chapter motivational activities; awards and other methods of recognition	D. Acevedo M. Kiner & L. Tyree	12/00
7 c	Form By-Laws Committee	Re-write By-Laws of Chapter to match growing needs of Association & Chapter	D. Acevedo, M. Kiner, T. Largo, K. Otero, B. Ripley & G. York	12/00
7 d	Define appropriate outcomes for FACC leaders & plan activities to lead to improved attendance	Career Service Planning Day & Faculty Planning Day	D. Acevedo B. Burrows Y. Currie J. Motta K. Otero D. Shlafer M. Thames	01/00 – 12/00
8 a	Develop & maintain Chapter budget	Set budgetary goals for 2000	D. Acevedo & G. York	01/00 – 12/00

Region III

Director, Alex Kajstura,
Daytona Beach Community College

Chapter	Chapter President
Brevard Community College	Carolyn Hayes
Central Florida Community College	Debbie Bowe
Daytona Beach Community College	Cynthia Gradolf
Lake Sumter Community College	(none)
Seminole Community College	Randy Pawlowski
Valencia Community College	Brenda Jones

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☒Region ☐Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Region III**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2a 6a 6d 7d	Foster communication among chapters in Region III	a) Hold three chapter presidents' meetings between Feb. 2000 and Oct. 2000 b) Use e-mail to disseminate all pertinent information to presidents	Region III Director	2/2000 – 10/2000
2b 6b	Provide professional development activities to membership in Region III by increasing attendance at the Region III Spring Conference to more than 80 attendees	a) Planning meeting resulting in a well selected date and agenda b) Flyers and registration forms send out 4 weeks before the conference c) Effective use of e-mail to reach the membership	Region III director and chapter presidents	4/2000
7a	Encourage increased participation in chapter membership by realizing 5% increase	Implement membership development plan to increase each chapter's membership to reach the goal	Chapter presidents	2/2000 – 10/2000
8a	Conduct all budgeting and region business in a timely fashion	Implement region objectives in a timely manner	Region III Director and Chapter Presidents	2/2000 – 11/2000
6d	Improve Region III presence on the FACC Web Page	Make all information pertinent to the region and chapter activities available on the Internet	Region III director and Chapter Presidents	2/2000 – 11/2000
5c	Awards Select and recognize a) "Chapter of the Year" b) "Unsung Hero" Work on "Region of the Year"	Publicize criteria – work on development of needed documentation early	Region Director and Chapter Presidents	2/2000 – 10/2000

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Brevard Community College Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2a	Keep FACC members informed about the legislative process and policy issues relevant to the chapter.	Distribute legislative updates to board members, and to all chapter members.	Dr. Julia Derrick	2/00-12/00
4d	Encourage individual chapters and members to support local, community service activities that strengthen those communities and advance the objectives of the Association.	Support local community activities. Incorporate community awareness with chapter activities.	FACC Board	2/00-12/00
5a	Recognize legislators, legislative staff, and their policy makers and corporate leaders who have made noteworthy contributions to the advancement of community colleges and the FACC legislative agenda.	Sponsor social and/or luncheon for representatives and legislators, and local community leaders.	FACC Board	2/00-12/00
6a	Continue to provide and enhance the opportunities for communications and networking among Association members through the use of innovative technologies.	Maintain chapter web site on college home page and FACC home page. Utilize video-conferencing for board meetings.	FACC Board Carolyn Hayes	1/00-12/00
1d	Develop close ties and strong professional relationships with legislators, legislative staff, and other key policy-makers.	Communication to legislators through legislative luncheon , on-site visits, and correspondence.	Dr. Julia Derrick FACC Board	2/00-12/00
6b	Increase participation at the annual meeting as well as within each commission and region workshop.	Sponsor a new member to attend the annual meeting. Provide opportunity and funding for participation. Provide transportation to attend meetings.	FACC Board	2/00-12/00
6d	Provide information and foster communication among chapters and within regions.	Distribute information about chapter activities to other chapters and within the region.	Joanne Hutton	2/00-12/00

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FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Central Florida Community College Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Increase membership by 10%	1. Target adjuncts and new college employees with recruitment pamphlets. 2. Conduct a membership drive 3. Include FACC material in new employee orientation packet	1. Membership Chair 2. President	Ongoing
7d 6d	Increase attendance at regional and state-wide meetings, workshops, and the annual convention	Report on functions via chapter minutes and the chapter newsletter	1. Chapter Officers 2. Chapter Commission Reps	Ongoing
8b	Increase chapter funds	Various fund raisers: candy-grams, bake sales, secretary day, raffles.	1. Chapter Officers 2. Commission Chairs	Ongoing
4d	March of Dimes Walk America	Raffle for Walk America	1. Chapter Officers 2. Commission Chairs	(4/00)
2a 1d 1e	Strengthen awareness of legislative information and policy issues at local chapter	Develop informative brochure, hold campus legislative forums, contact non-members and organize membership campaign	1. Chapter Officers 2. Commission Chairs	(3/00 – 6/00)

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Daytona Beach Community College Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1a	Ensure that FACC members are aware of legislative issues that will affect DBCC and other community colleges.	Inform FACC members through newsletters, membership meetings, email of Perception, as well as discussion groups during session.	Cynthia Gradolf Sharon Crow Chapter Officers	1/00-12/00
1d	Develop close ties with legislators and staff.	Attend Legislative Workshops and Trustee Legislative Days in Tallahassee, invite legislators and policy makers to DBCC Campus.	Cynthia Gradolf Alex Kajstura Chuck Mojock Dolores Sistrunk	2/00
2a	Keep FACC members informed about the legislative process and policy issues.	Have legislative liaison speak at Faculty meeting, distribute Perception, chapter meetings.	Sharon Crow Chapter Officers	2/00-12/00
2b	Provide professional development activity.	Host Region III meeting with education activities for participants.	Alex Kajstura Linda Sullivan	4/00
4d	Encourage and support local community service activities that advance the objectives of the organization.	Participate in Habitat for Humanity project, develop ties with local elementary school for tutoring/mentoring of children with needs.	Chapter members	Ongoing
5b	Recognize distinguished alumni and community leaders who have contributed to the advancement of community colleges.	Distinguished alumni will be recognized by DBCC Foundation, recognition given to leaders through local publicity.	Dolores Sistrunk Chapter Officers	10/00
6b	Increase participation at annual meeting as well as regional workshops.	Support and encourage members to be involved and attend. Conduct fund-raisers in order to provide funds for members to participate. Plan social events and member scholarship activities to encourage participation.	Chapter members	11/00

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
6d	Conduct regular meetings to foster communication and conduct business	Plan and publicize meetings at optimal time for attendance. encourage regional activities. have commission and committee representatives report at meetings	Chapter Officers Commission Reps	11/00
7a	Increase chapter membership by 10 %	Create an active membership committee. Plan and execute membership drives and contests. Provide FACC representative at all new employee orientations. DBCC will fund the first year membership of new employees	Charlene Latimer Membership Committee	11/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☒ Chapter ☐ Commission ☐ Standing Committee ☐ Special Committee

Name of Unit: Lake-Sumter Community College

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
8a	Election of Chapter Officers	Research chapter by-laws and set up an election of new officers	Last Officers	8/00
5f	Organize and promote fund-raisers to raise money for scholarships	Sweet Adelines Choral Group	All FACC Members	2/00
6b	To encourage participation in local and state FACC events	Send out meeting dates and flyers through e-mails and other forms of communication	All FACC Members	Ongoing
7a	Increase Chapter membership	Personal contact with non-members campaign	All FACC Members	Ongoing
5b	Improve recognition of FACC member accomplishments	Send at least one information update on an FACC member or chapter activity for Current	Membership Chairman	Ongoing
1b 2a	Improve communications and keep members informed about FACC	Continue to distribute newsletters and information by electronic mail	Members/Chairman	Ongoing

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Seminole Community College Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b	Communicate legislative issues affecting community colleges to the membership in a timely and effective manner	• Provide legislative update at monthly chapter meetings • During the legislative session, forward a copy of *Perception* to all employees • Ask SCC's Legislative Liaison to speak about the issues at each chapter meeting in the Spring	Randy Pawlowski Elaine Iannelli Randy Pawlowski	March, April, & May 2000
2a	Keep FACC Members informed about the legislative process and policy issues	Attend the FACC Leadership and Legislative Workshops in February 2001	FACC Chapter President in 2001	February 2001
4d	Encourage individual chapter and members to support local, community service activities that strengthen those communities and advance the objectives of the Association	• Partner with SCC Volunteers - Team to participate in monthly community service projects • Participate in local cancer walk	Mauricio Garcia Randy Pawlowski Anne Bandy Arthur Aponte	September 2000 to April 2001
5a	Recognize legislators, legislative staff, and other policy makers and corporate leaders who have made noteworthy contributions to the advancement of community colleges and with the legislative agenda	• Nominate members of the Florida Legislature for the annual FACC Legislator of the Year Award	Patricia Rowell Randy Pawlowski	January 2001
6c	Increase participation at 51st Annual State Convention	• Recruit at least 30 SCC employees to attend the convention in November 2000	Randy Pawlowski Elaine Iannelli	November 2000
7a	Increase the overall FACC membership	• Maintain existing SCC FACC chapter membership total • Chapter President will speak to all College employees during August Welcome Back event • Recruit 10 new members in 2001 • Attend new employee orientation workshops to recruit new FACC chapter members • Distribute FACC membership materials to all new employees and chapter members • Schedule monthly chapter social activity	Beth Burpee Randy Pawlowski Elaine Iannelli Susan Alderson Randy Pawlowski Randy Pawlowski	Fall 2000
8a	Develop and implement a chapter budget, operate within budget, and report accurately and regularly on all financial transactions	* Prepare chapter budget indicating sources of annual revenue and expected expenses * Review chapter bank account statement at each monthly meeting	Amy Iverson Randy Pawlowski	September 2000, then review monthly

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Valencia Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Increase Chapter membership by 10%	Spring membership drive Fall membership drive which coincides with faculty return for fall session	Brenda Jones/ Chapter Board	Ongoing
1b 2a	Improve communications	Distribute Current. Perception and other information. Develop electronic newsletter to keep members informed of FACC activities on the Chapter level.	Brenda Jones Debi Jakubcin Chapter Board	3-00 thru 12-00
8a	Increase fund-raising efforts	Plant Sale 50/50 Fall Festival	Chapter Board	4-00 thru 12-00

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Region IV

Director, Earl Paul,
Hillsborough Community College

Chapter	Chapter President
Edison Community College	Pat Gordin
Hillsborough Community College	Karen Griffin
Manatee Community College	Marguerite Hunt-Evans
Pasco Hernanco Community College	Melinda Xiggores
Polk Community College	Paul Thompson
St. Petersburg Junior College	Cathy Hakes
South Florida Community College	Lena Phillips

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☒Region ☐Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Region IV

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b 2a	Communicate legislative issues to chapters in a timely and effective manner	Forward legislative news to the chapters via e-mail or regular mail.	Earl Paul & Deputy Dir	01/00 – 12/00
2a	Advocate and provide professional development activities at the Region IV conference	Numerous workshops will be offered at the Region IV conference	Earl Paul & Deputy Dir	01/00 – 12/00
1i	Mobilize faculty to increase their involvement in the work of FACC	Continue to communicate to Chapter Presidents encouraging them to continue to recruit new faculty members.	Earl Paul & Deputy Dir	01/00 – 12/00
6c	Foster Communications among all Chapters in Region IV	Communicate with Chapter Presidents regularly with e-mail Hold a meeting once in spring and once in fall with Chapter Presidents	Earl Paul & Deputy Dir	01/00 – 12/00
8a	Complete all Region IV business including reporting in a timely manner	Complete all year-end reports and evaluations in a timely manner	Earl Paul & Deputy Dir	01/00 – 12/00
5c	Select and recognize "Outstanding Member of the Year" for the region, and one "Unsung Hero" from each chapter	Publish criteria at Chapter President's meeting and recognize winners at the Annual Convention	Earl Paul & Deputy Dir	01/00-11/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☒ Chapter ☐ Commission ☐ Standing Committee ☐ Special Committee

Name of Unit: Edison Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Create a representative, active membership	1. Develop, distribute, analyze, and publish a member interest survey 2. Increase participation in FACC-related activities by 10% in 2000	Pat Gordin	Started
1b	Inform students in SGA-Related Activities about the role they can take in legislative action	Talk to at least two Student Activities Groups about legislative issues important to students	Pat Gordin	Started
4d	Participate in a community service activity	1. Participate in a community service activity such as a beach clean-up or walk-a-thon (In cooperation with SGA-Related Activities.) 2. Create a special event for "Make a Difference Day - Saturday, October 21(?), 2000"	Pat Gordin	Started
7d	Inform/Recruit Edison Community College Employees about the professional development benefits of their membership	Talk to faculty and instructional administrators about the benefits of the FACC Commissions	Pat Gordin	Started
1b 1d 1e	Influence the Florida Legislature on Key Issues	Hold a "membership appreciation event" and forum for legislative issues at the start of the new session in March	Pat Gordin	Started

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☒ Chapter ☐ Commission ☐ Standing Committee ☐ Special Committee

Name of Unit: **Hillsborough Community College Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b 2a	Disseminate information regarding legislative issues to the chapter in a timely and effective manner	Forward legislative news to the FACC membership via email Mail "hard" copies of legislative news to FACC members who do not have an email address	Karen Griffin Cheryl James	Ongoing
1d 1e	Improve relationships with area and state policy makers	Support the efforts of the HCC legislative liaison(s), including planning "meet your congressperson" events	Mike Comins	Ongoing
1i	Increase faculty involvement in FACC	Encourage faculty members to speak at in-services and communicate by various means about the benefits and importance of belonging to FACC	Karen Griffin Brian Fisk Earl Paul Terry Waggoner	Ongoing
2b	Support professional development opportunities of FACC members	Advise FACC members of commission and state meetings (these include professional development opportunities) Support attendance at FACC commission and annual meetings through SPD funding and chapter funding as needed	Karen Griffin Cheryl James Diane Kohlbecker	Ongoing
4d	Support community service activities	Participate in "Paint Your Heart Out." Participate in the Heart Walk.	Chapter Membership	Ongoing
5a 5b 5c	Work with chapter membership to nominate legislators, alumni, faculty, and staff for FACC awards	Submit names for annual FACC awards. Develop a plan to obtain nominations well in advance of deadlines.	Karen Griffin Laurie Ragsdale	Ongoing
5g	Maintain the annual Ron York Book Scholarship	Identify criteria by which funds will be awarded. Assure that sufficient chapter funds are available to maintain the scholarship.	James Dow Karen Griffin	Ongoing

Hillsborough Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
6a 6d	Improve and increase communication about FACC and FACC events	Make regular use of college email to encourage increased membership. Produce a quarterly newsletter. Update and maintain the membership roster/dues schedule. Maintain minutes and records of FACC activities. Update the web page.	Jim Connolly James Dow Karen Griffin Cheryl James Diane Kohlbecker Laurie Ragsdale Ken Turley	Ongoing
7a	Increase membership by 10%.	Conduct socials and other events to recruit new members and maintain existing membership. Produce a quarterly newsletter and other communications as needed to the college community.	Karen Griffin Jim Connolly Cheryl James Ken Turley	Ongoing
7c	Review and revise Bylaws.	Distribute current Bylaws to the FACC membership and revise as necessary.	Karen Griffin Laurie Ragsdale	March 2000
7e	Disseminate FACC information efficiently and effectively.	Distribute the newsletter and FACC publications and materials.	Karen Griffin Cheryl James Diane Kohlbecker	Ongoing
8a	Develop and maintain the budget.	Identify projected FACC SPD expenditures; i.e., reserve at least 50% for the annual convention and 20% for the student services commission meeting. Request additional SPD funds or campus SPD funds to cover unusual expenses (e.g., increased membership or increased numbers of state officers). Conduct the annual flower sale and other fundraising activities to increase the chapter budget. Project chapter expenses for FACC activities such as socials, charitable donations, and the book scholarship.	Chapter Board	Ongoing

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FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Manatee Community College Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a 7b	Increase Chapter membership from 110 to 130	1. Personally contact all new and retired employees 2. Hold regular chapter meetings that address FACC initiatives and chapter goals 3. Highlight membership benefit packages throughout the year	Chapter Officers	1/2000 to 12/2000
8c	Continue to develop an efficient and effectively managed chapter	1. Develop a chapter handbook 2. Increase funds for Chapter initiatives through fund raisers	Chapter Officers Chapter members	1/2000 to 12/2000
1i 2b 2c 6b 6d	Provide educational/professional opportunities for chapter members	1. Obtain SPD funding to enable members to attend sponsored activities 2. Encourage chapter members to attend at least one FACC sponsored professional development relevant to their job responsibilities 3. Share meeting summaries via electronic mailings	Chapter President Chapter Officers Commission Reps Chapter members	1/2000 to 12/2000
1b 2a	Increase awareness of legislative issues	1. All college E-Mail distribution of updates and process 2. Distribution of Perception 3. Distribution of Current	Legislative Chair Publications Chair	1/2000 to 12/2000
4d	Participate in local community service activities	1. United Way 2. Walk-a-Thons 3. Toys For Tots	Chapter Officers	1/2000 to 12/2000
5c	Recognize and showcase exemplary programs, practices, activities and individuals	1. Seek campus "exemplaries" in all categories of service, and submit for FACC award competitions 2. Submit articles to various FACC publications highlighting our campus and staff	Commission Reps Publication Chair, Kathy Walker	1/2000 to 12/2000

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Pasco-Hernando Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	To increase overall membership to 50% of full-time employees by focusing on Career Employees and Faculty	Create a Membership Development Team, rotate chapter meetings on different campuses, create materials for New Employee Orientation	Membership Chair Campus Reps President Vice President	On-going
7d	To establish procedures to enhance the retention of members and make it easier to join FACC	Improve upon employee recognition of special events, new members reception and other activities for FACC members only	Membership Chair Campus Reps President Vice President	On-going
2g	Provide professional development workshops for chapter members	Provide skills training for Career Employees, sponsor an All College Day workship, and hold workshops on various topics of interest to FACC members	Executive Board Campus Reps	On-going
5b	Develop and implement an award to recognize an Outstanding Faculty Member of the Year	Form a committee to establish criteria, distribute forms, and select a candidate	Vice President Campus Reps	On-going
5f	Develop a plan to establish a chapter scholarship program to encourage and support higher education of a chapter member	Refine the criteria drafted previously, establish specific activities to fund the scholarship	Scholarship Committee, President	On-going
1b 2a	Increase communication and knowledge regarding legislative issues affecting community colleges to all members and non-members	Host a legislative workshop, participate in the College's Legislative Luncheon, and provide a legislative newsletter update during the session to all College employees	Executive Board Campus Reps	On-going
6d	Better promotion of chapter activities	Use college e-mail, web page and chapter's e-mail bulletin board along with articles in the College's newsletter	Public Relations President Vice President	On-going

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Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
4d	Become more actively involved with the campus student organizations and the community	Assist Student Activities staff and student clubs in preparing student events, work with the PHCC CARES program in coordinating and participating in community service projects	Executive Board Campus Reps	On-going
8	Revision of Chapter By-Laws	Form a committee to revise the chapter's by-laws to provide a better structure for the chapter	Vice President Treasurer President	On-going
8a	Provide members with better information on how chapter funds are spent	Provide a monthly Treasurer's report to all members, provide information on workshop attendance. Develop and implement a chapter budget	Treasurer President	On-going
4b	Participate in opportunities to educate community business on PHCC	Take part in Business Development Week	Executive Board Chapter Members	On-going
5a	Recognize the efforts of local legislators and college trustees	Participate in Legislative Luncheon and present gifts to legislators and trustees on behalf of PHCC	Executive Board	On-going

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Polk Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
6a	To develop a telephone tree to communicate leg issues to chapter members	Implement the telephone tree and encourage members to utilize the tree	Yvonne McShay	2/25/00
2g	To provide professional training opportunities for new FACC members	Present a quarterly orientation for all new employees	Sonja Govey & Phyllis Walter	June 2000
2a	To define Comm Coll Policy & Legislative issues to PCC employees	Invite Legislative Representative to speak to chapter members	Yvonne Mcshay	Ongoing
6b	To provide opportunities for members to interact on a social basis	-Hot Dog Frenzy -Welcome Back Luncheon -Coworker Apprec Day -Christmas Party Membership Picnic	Jean Richards Paul Thompson Lynda Ford Yvonne McShay Phyllis Walters	Fall 2000
8a	To Maintain a fiscally sound organization that is efficient & effectively managed	Fundraisers	Wendy Geltch Paul Thompson	Term 2 Term 1 Feb 14 Dec Spring Ongoing

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FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: South Florida Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b 2a 6d	Keep membership informed about legislative and other issues of importance to members.	Distribute Current and Perception to all FACC members.	Susie Hale / Publications Rep.	01/00-12/00
		Post information on campus email.	Michael McLeod / Legislative Rep.	01/00-12/00
		Provide a legislative update at each general meeting during the legislative session.	Bill Shaffer Michael McLeod / Legislative Rep.	02/00-05/00
		Host political forums.	Bill Shaffer Michael McLeod / Legislative Rep.	
		Inform members about FACC's home page on the Web (www.facc.org).	Lena Phelps / Chapter President	01/00-12/00
5a, b	Seek recognition for chapter and individual member accomplishments and outstanding legislators and SFCC alumni.	Keep scrapbook of Chapter activities.	Susie Hale / Publications Rep.	01/00-12/00
		Apply for Chapter of the Year.	Susie Hale / Publications Rep.	05/00
		Apply for 2000 Legislative Award.	Bill Shaffer	02/01
		Apply for the LeRoy Collins Distinguished Alumni Award.	Wanda Daymon / Community Relations	08/00-10/00
		Apply for the President's Award for Professional Excellence and the Administrator's Award for Professional Excellence.	Lena Phelps / Chapter President	08/00-10/00
		Apply for various Commission awards.	Lena Phelps / Chapter President	01/00-10/00
		Recognize SFCC FACC retirees with Lifetime memberships.	John Scherlacher / Membership Chair Lena Phelps / Chapter President	01/00-12/00

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Increase Chapter membership to 85%.	Actively market Chapter to employees.	John Scherlacher / Membership Chair	01/00-12/00
		Offer $100 to the member who brings in the most new members.	General membership	08/00-09/00
		Through a drawing, give $50 to a new member.	New members	08/00-09/00
		Recognize each department on campus with 100% membership with a certificate.	John Scherlacher / Membership Chair	01/00-12/00
6b 7d	Increase active participation and involvement in meetings and activities with a particular emphasis on faculty.	Provide refreshments and door prizes at general meetings.	FACC Executive Board	01/00-12/00
		Survey membership regarding meeting times, interests, etc.	Lena Phelps Linda Long	01/00-03/00
6b 7d	Increase participation at the annual conference, commission meetings, and regional workshops.	Continue to send 18 members to the annual conference.	Dr. Cornelius Lena Phelps / Chapter President	09/00-11/00
		Encourage attendance to commission meetings and regional workshops.	Lena Phelps / Chapter President	01/00-12/00
		Share information gained at annual conference, commission meetings, and regional workshops with membership at general meetings.	General membership	01/00-12/00
4a, b, d	Enhance campus awareness and understanding of the mission, purpose, and accomplishments of FACC.	Represent FACC at the Welcome Back and New Employee Orientation in August and January.	John Scherlacher / Membership Chair Lena Phelps / Chapter President	01/00-08/00
		Invite all employees to activities sponsored by FACC.	John Scherlacher / Membership Chair Lena Phelps / Chapter President	01/00-12/00
		Provide assistance at activities sponsored by the College and community organizations such as the Artist Series, Matinee Series, International Jamboree, and the American Federation of Music.	General membership	01/00-12/00
		Participate and support local, community service activities such as March of Dimes Walk-America and Habitat for Humanity.	General membership	01/00-12/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: St. Petersburg Junior College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7d	Encourage & support greater faculty involvement in Chapter activities	Initiate activities to recognize faculty to encourage greater participation	Board & Special Committees	Ongoing
7a	Enhance membership by 10%	Conduct membership development activities throughout the whole year	Board & site reps	Ongoing
4d	Seek greater community exposure for the chapter	Participate in a variety of community service projects to make the SPJC Chapter more visible in the community	Cathy Hakes & Volunteerism Committee	Ongoing
2b	Encourage & facilitate professional development of members through FACC	Assist with funding of members to attend FACC meetings and workshops	Cathy Hakes & Chapter Board	Ongoing
2f	Encourage & facilitate continuing education of members	Fund scholarships for staff who enroll in classes	Cathy Hakes & Scholarship Committee	Ongoing
6a	Promote greater communication among members & throughout SPJC	Develop an electronic newsletter to share FACC activities and send copies of meeting minutes electronically to all members	Cathy Hakes & Special Committee	Ongoing
5e	Enhance chapter visibility within SPJC by providing special member recognition	Send birthday cards & special achievement cards to members	Cathy Hakes & Barbara Ann Wells	Ongoing

Region V

Director, Patricia Ayres,
Miami Dade Community College/North

Region V Chapter	Chapter President
Broward Community College	Suzanne Nicolini
Florida Keys Community College	Debra Leonard
Indian River Community College	Veronica Toppin
Miami Dade Community College/Homestead	Mervyn Solomon
Miami Dade Community College/Kendall	Peter Townsend
Miami Dade Community College/Medical	Bob Wilcosky
Miami Dade Community College/North	Wanda Curtis
Miami Dade Community College/Wolfson	Irene Lipof
Palm Beach Community College	Joanne Laipply

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☒Region ☐Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Region V

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Increase overall Region V membership by a minimum of 5%.	Each chapter will plan an intensive membership drive	Chapter Presidents and Region V Director and Deputy Director	1/00 to 9/00
5c	Select and recognize "Chapter of the Year", "Outstanding Member of the Year" and "Unsung Heros" from each Chapter	Publish Chapter of the Year criteria at February Presidents meeting- Recognize Chapter Presidents at the Annual Convention	Region V Director	1/00 to 9/00
1b	Advocate and provide professional development activities at the Region V conference	Legislative action workshop at conference	Region V Director and Deputy Director	1/00 to 9/00
6d	Foster communications among all chapters in Region V	Hold a minimum of 3 chapter presidents meetings Develop and distribute a Region V newsletter	Region V Director, Deputy Director	1/00 to 9/00
8a	Complete all Region V business including reporting in a timely manner	Implement all Region V activities in a timely manner Complete all year-end reports and evaluations in a timely manner		1/00 to 9/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Broward Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1a.1b.1d. 1h.2a. 3a. 4a. 4d. 5a. 6a. 6b.6c. 7a. 7b. 7d. 7e	Increase Chapter membership and awareness	Plan more social activities Mail Perception Wear T-shirts Community/political activities Board of Trustees inclusion	Board Board Board/membership Board Board	Ongoing As Received Ongoing Ongoing Ongoing
8a.8b.8c. 8d	Maintain fiscally sound organization	Donate to mortgage buster Increase membership	Board Board	Convention Ongoing
2a.6a.6b. 6d.7a.7d. 7e	Increase involvement at state level	Provide information Encourage participation	Board Board	Ongoing Ongoing
2a.3b.3c. 6d.7a.7d. 7e. 8i	Recognize commissions	Advertise commissions Publicize outstanding individual	Board Board	Ongoing Ongoing
1b.1h.1i. 2b.3a.3c 4d.5f.6b. 6d.7a.7b. 7e	Increase membership	Encourage campus involvement Attend Recruitment seminars Recognize outstanding members Submit chapter/year book	Board Board Board Board	Ongoing Ongoing Ongoing Ongoing
4a.5a.5d. 5f	Recognize exemplary programs/ individuals	Contribute to Current	Board	Ongoing

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☒ Chapter ☐ Commission ☐ Standing Committee ☐ Special Committee

Name of Unit: Florida Keys Community College Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7b	Increase awareness of FACC through employee services and benefits	Set up book scholarship fund to benefit FACC members working through the FKCC Foundation	Chapter President and Vice President	1/00 to 10/00
7c	Increase awareness of FACC through employee services and benefits	Keep members posted of legislative updates and activities that benefit them	President/Vice President and Membership Chair	1/00 to 10/00
8c	Fundraising	Craft Fair, cookbook, Fat Friday Carnival, Halloween Breakfast and Costume Contest, Spaghetti Lunch, Catering College Events, Children's Day and Fashion Show	President/ Vice President	1/00 to 10/00
7a	Increase membership to 75% of employees	Send out letters to all non-members informing them of benefits of FACC w/follow-up phone calls Distribute FACC applications to all new employees through HR	Membership Chair	1/00 to 10/00
5c	Select and recognize outstanding members and unsung heroes of the year for Chapter	Set up criteria of selection and an awards ceremony to hold after state convention	All officers	1/00 to 10/00
6a	Publish monthly Chapter newsletter	Collect submissions about meeting dates, fundraising, membership, legislative issues and benefits and compile into newsletter	Secretary/President	1/00 to 10/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Indian River Community College Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b	Communicate legislative issues affecting community colleges to the membership in a timely and effective manner.	Invite Dr. Massey, IRCC President, to give legislative updates at a scheduled	Veronica Toppin Revecca Gibbons Sue Owen	Started
2a	Keep FACC members informed about the legislative process and policy issues.	Distribute relevant FACC publications in a timely fashion.		Ongoing
4d	Encourage individual chapters and members to support local, community service activities that strengthen those communities and advance the objectives of the Association.	Cancer Society Relay for Life	Veronica Toppin Mary Butler Jimmie Anne Haisley William Padrick	Started
		Ed Sullivan Really Big Show--Administrator, Faculty, and Staff Talent Show	Linda Lambrecht	1/14/00
		Nostalgia Follies (Scholarship Benefit)		1/28-30/00
		Attack of the Killer Tomatoes	Melissa Payne Linda Lambrecht Veronica Toppin Michelle Abaldo	Started
			Linda Lambrecht	

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
6a	Continue to provide and enhance the opportunities for communications and networking among Association members through the use of innovative technologies.	Use of e-mail for timely communication.	Vetonica Toppin Elisabeth James Sue Owen	Started
		Creation of a FACC webpage on IRCC's River Rapids intranet.	Veronica Toppin Jacquelyn Williams	Ongoing
		Hold some of the monthly meetings in IRCC's interactive distant learning lab so that all campus sites are involved.	Michael Judge Veronica Toppin	Started
		Hold a special called meeting to disseminate information pertinent to the annual meeting.		
6b	Maintain participation at the annual meeting.		Veronica Toppin	Started
7a	Each chapter will have a membership in FACC, which equals or exceeds 50% of the number of full-time employees at the chapter's college or campus.	Promote membership by providing incentives, i.e., member benefits packages.	Sue Owen Veronica Toppin	Ongoing
		Distribute membership certificates.	Sue Owen	Ongoing
		Schedule social activities for members.	Zella McDuffie-Smith Paul Lefavi	Ongoing
		Involve college programs and departments in meetings.		
		Invite Culinary Arts to provide food at meetings.	Veronica Toppin	Ongoing
		Invite campus sites to share special activities at meetings.		
		Invite the Performing Arts Department to perform at meetings.		
8b	Support the state's plan for the acquisition of additional property surrounding the current FACC property.	Offer assistance towards the fulfillment of the goal.	Chapter	Ongoing

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☒ Chapter ☐ Commission ☐ Standing Committee ☐ Special Committee

Name of Unit: Miami Dade Community College – Homestead Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Increase membership by 50% - new and returning	Get on agenda of Campus Activities Committees. Explain purpose and benefits of FACC	Mervyn Solomon	2/00 to 10/00
4b 4d	Improve communication among members to boost morale	Involve FACC members in Campus celebrations Example UnDay, Women's History Month	Andrew Albury	2/00 to 10/00
2b	Encourage at least 2 chapter members to submit a project for Award consideration	Officers and nominees work together to prepare submission correctly	Chapter officers	2/00 to 10/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☒ Chapter ☐ Commission ☐ Standing Committee ☐ Special Committee

Name of Unit: **Miami Dade Community College – Kendall Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Increase Chapter membership by 10%	Hold monthly meetings Provide award for person recruiting the most new members	Chapter Officers	1/00 to 10/00
1b 2a	Provide a monthly newsletter to promote better internal communications	Appoint departmental "contributing editors"	Chapter Communication Director	On-going
1b 4d	Conduct regular Chapter meetings to transact Chapter activities/business	Meet monthly, circulate summaries of meetings for those who did not attend Invite guest speaker to meeting ex. Travel agent Insurance agent	Chapter Officers Communication Director	On-going
5a	Improve recognition of FACC member accomplishments	Send copies of Chapter newsletter to FACC headquarters for use in Current	Communication Director	On-going
1d 5a	Improve professional relationships with area policymakers	Host a legislator at a meeting Host a "Meet the Candidates" Forum	Chapter Officers	On-going
8b	Increase fund-raising	Garage sale	Chapter Officers	On-going

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☒ Chapter ☐ Commission ☐ Standing Committee ☐ Special Committee

Name of Unit: Miami Dade Community College – Medical Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Increase Chapter membership by at least 5%	Hold monthly meetings Provide award for person recruiting the most new members	Chapter Officers	On-going
1b 2a	Develop better internal communications about legislative issues to involve more employees	Develop action team on campus	Chapter Legislative Director	On-going
1b 4d	Conduct regular Chapter meetings to transact Chapter activities/business	Meet monthly Circulate summaries of meetings for those who did not attend	Chapter Officers Communication Director	On-going
5a	Improve recognition of FACC member accomplishments	Send Chapter newsletter to FACC headquarters for use in Current	Communication Director	On-going
1d 5a	Improve professional relationships with area policymakers	Host a legislator at a meeting Host a "Meet the Candidates" Forum	Chapter Officers	On-going
8b	Increase fund - raising	Varied	Chapter officers	On-going

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Miami Dade Community College – North Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Increase overall Chapter membership by a minimum of 5%	Hold a 3 month intensive membership drive	Chapter President and Board Members	1/00 to 9/00
5c	Select and recognize "Unsung Heros" form the Chapter	Vote at September board meeting for Unsung Hero	Chapter President and Board Members	1/00 to 9/00
2a	Provide professional development activities	Organize one Legislative action workshop and one Computer workshop	Chapter President and Board Members	1/00 to 9/00
6c	Foster communications among all chapter members	Hold at least 6 board meetings	Chapter President and Board Members	1/00 to 9/00
8a	Complete all Chapter business including reporting in a timely manner	Implement all Chapter activities in a timely manner Complete all year-end reports and evaluations in a timely manner	Chapter President and Board Members	1/00 to 9/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☒Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: Miami Dade Community College – Wolfson Chapter

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Increase Chapter membership by at least 10%.	Hold monthly meetings. Provide award for person recruiting the most new members.	Chapter Officers	On-going
1b 2a	Develop better internal communications about legislative issues to involve more employees.	Develop action team on campus.	Chapter Legislative Director	On-going
1b 4d	Conduct regular Chapter meetings to transact Chapter activities/business.	Meet monthly. Circulate summaries of meetings for those who did not attend.	Chapter Officers Communication Director	On-going
5a	Improve recognition of FACC member accomplishments.	Send Chapter newsletter to FACC headquarters for use in Current.	Communication Director	On-going
1d 5a	Improve professional relationships with area policymakers.	Host a legislator at a meeting. Host a "Meet the Candidates" Forum.	Chapter Officers	On-going
8b	Increase fund - raising.	Valentine Candy Sale.	Chapter officers.	On-going

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☒ Chapter ☐ Commission ☐ Standing Committee ☐ Special Committee

Name of Unit: **Palm Beach Community College Chapter**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7a	Increase membership by 30 members	Personal contact, new employee orientation, convocation, membership drives, socials	Nancy Denholm	March 2000 to October 2000
2b	Increase the number of professional development activities	Coordinate with Manager, Training & Dev. And Chapter Professional Development Committee, various workshops	Nancy Gerken, Kim Ardila-Morgan, Kim Lea, Jeffrey Peters, & Barbara Scheffer	March 2000 to October 2000
1b 1d 5a	Influence legislative issues important to PBCC and other Community Colleges	Conduct legislative appreciation opportunities, and invite legislators to college events	Erin McColskey and Brian Kelley	January 2000 to October 2000
6a	Improve communications with chapter membership	Continue to write newsletters, conduct monthly chapter meetings Sponsor socials	Joan Haneberg, Ernest Parbhoo. A graphic artist be assigned	March 2000 to December 2000
8a	Increase funds in chapter bank account by holding fund raisers	Conduct raffles, auctions, and various activities	Patti Anderson, Richard Jones	March 2000 to October 2000
5e 5g	Continue to give student scholarships	Earmark money from bank account	Joanne Laipply	Ongoing
8b	Donate funds as requested to FACC	Hold raffles	Joanne Laipply	Ongoing

COMMISSIONS

Commissions

Vice President for Commissions, Debbie Bowe,
Central Florida Com. College

Commission	Commission Chair
(1) Administration	Ray Considine, IRCC
(2) Adult & Continuing Education	Kris Williams, SFeCc
(3) Career Employees	Vivianne Bonsall, BreCC
(4) Curriculum & Instruction	Laurie Culbreth, CCC
(5) Equity	Laura White, SoFCC
(6) Faculty	Irene Lipof, MDCC W
(7) Financial Aid	Doug Savage, OWCC
(8) Institutional Advancement	Dolores Sistrunk, DBCC
(9) Institutional Effectiveness	Karen Griffin, HCC
(10) Learning Resources	Emmett Denny, TCC
(11) Occupational Education	Jose Farinos, IRCC
(12) Retirees	Lois Phillips, SPJC
(13) Student Development	Jeff Peters, PBCC
(14) Technology	Patricia DeSalva, SCC
(15) Trustees	Elba Robinson, PCC
(Provisional) Global Initiatives	Jane Howard, IRCC

The fifteen numbered commissions in the above table are established in Article VIII, Section 1, of the Association's Bylaws. Rule IV of the Association's Standing Rules defines the responsibilities of each commission that is established in the Bylaws.

As part of the membership application, individual, retired, life, honorary life, or associate members of FACC may choose to affiliate with one or more commissions. All FACC-sponsored or commission-sponsored activities are open to all members.

The Vice President for Commissions serves as coordinator of commission activities and serves as a liaison between the commissions and the Executive Committee. Each commission elects a chair and a vice-chair (or chair-elect). The Chair represents the commission on the Association's Board of Directors, assumes full responsibility for planning and coordinating all activities organized by that commission during the Chair's term of office, and communicates information about such activities to the Board of Directors. Each commission has its own bylaws.

Commission responsibilities include promoting and supporting effective practices within the commission's spheres of interest; articulating among FACC members at the various colleges; planning the annual convention program for the individual commissions; planning state-wide and regional conferences and workshops as needed during the year; conducting a written annual evaluation of their programs and activities and submitting it to the FACC President no later than December 1st each year; developing and evaluating annual goals and objectives.

Most commissions meet at least twice a year to provide programs of interest to commission members and to recognize colleagues and programs of an exemplary nature. The commissions are the primary means for the Association to fulfill its mission of discussing and improving matters in college educational programs, curriculum development, innovative administrative and instructional procedures and the general professional environment of the 28 community colleges in the Florida Community College System.

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: Administration Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b 1d	Communicate legislative issues	Spring conference panel discussion with college administrators, legislative liaisons	Chair and commission officers	1/00-5/00
6a	Enhance opportunities for communication and networking through use of technology	Update commission's web site to include links to relevant information	Chair and Commission Secretary	1/00-12/00
2b 7d	Provide at least one professional development activity	• Provide a professional development workshop at the spring conference • Hold workshop at the annual business meeting	Chair and Vice Chair	6/00 11/00
6d	Provide information and foster communication	• Update commission's web site • Update mailing list and e-mail distribution list of commission members	Chair and commission officers	1/00-12/00
5c	Provide and publicize awards for exemplary work	• Solicit nominations for two awards for professional excellence: President's Award and Administrator's Award • Select winners • Present awards at the commission breakfast at the annual convention • Publicize selections	Vice Chair and other commission officers Vice Chair	2/00-5/00 11/00 12/00
8a	Maintain fiscal responsibility	Review and report commission income and expenses	Treasurer and Chair	1/00-12/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: Adult & Continuing Education Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1 3	To actively communicate legislative issues of significance to Adult and Continuing Education members	Present Legislative Issues paper and brainstorm other legislative issues pertinent to the Adult and Continuing Education at the fall commission meeting	Commission Chair	Ongoing
4b 4d	Enhance public/community awareness of new and existing linkages between community college adult and continuing education programs and business, industrial, governmental, and community agencies	Work with the community college Continuing & Adult Education Standing Committee to bring issues and concerns re Workforce Development, Adult Education and legislation to the FACC membership and administration	Commission Chair Chair-Elect	Jan – Dec. 2000
5c	Recognize professional excellence in Adult & Continuing Education programs	Present an "Exemplary Practice Award for Continuing Education and for Adult Education, selected by CAESC members and ACEC members	Commission Chair 1999 Award Winner	Jun-Nov 2000
5e	Establish a means for maintaining within FACC archives a history of Adult and Continuing Education exemplary practices awards and special programs	Inaugurate and maintain FACC website with links to CAESC site	Commission Chair Co-Chair	Jan – Dec. 2000
6	Enhance communication, cooperation, professionalism, and camaraderie among commission members and other community college personnel with similar interests	Develop stronger association and team with the state Continuing and Adult Education Standing Committee by sharing roles and leadership as well as regional representation common to both organizations. Maintain continual communication; shared membership lists, joint resource information	Commission Chair Vice-Chair Chair Elect Regional Representatives	Jan – Dec. 2000
8e	Maintain an efficient and effectively managed commission	Develop a procedures manual or commission guide to assist in maintaining continuity in commission plans of operation	Commission Chair Co-Chair	Mar – Nov. 2000

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: Career Employees Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2a	Keep FACC/CEC members informed about the legislative process and policy issues relevant to the commission	Distribute legislative updates to Board members and Region Representatives for distribution to all CEC members	Laurie Spooner	11/00
2b	To provide for professional development and state-wide networking opportunities for members of the Career Employees Commission	Hold annual CEC Workshop	Joanne Hutton	7/00
5c	Provide and publicize awards for exemplary programs, practices and individuals related to the CEC	Advertise, promote and encourage nominees for three awards Career Employee of the Year, Innovators, Essay Writing	Linda Sullivan De Loiselle Jean Walters	11/00
6a	Increase communication, visibility and interest about CEC issues, goals and activities among members and potential members	Develop, coordinate and distribute CEC Handbook to all CEC members Coordinate, compile and create the CEC Newsletter and distribute to all CEC members Update and maintain CEC website	Kim Bjorklund Linda Nielsen Marie Reddy	11/00
6c	Increase attendance at the CEC annual workshop by 10%	Advertise workshop on FACC-L, FACC and CEC websites, in CEC Handbook, and newsletter Distribute fliers to all Region Representatives and Chapters	CEC Board	7/00
7a	Increase overall FACC membership with targeted recruitment of underrepresented groups	Change the name of the Career Employees Commission to include professional and support staff, etc which will increase representation and membership	All CEC	11/00
7d	Provide for professional and individual development and motivation. Offer activities that will increase attendance and promote camaraderie	Schedule enthusiastic and informative speakers at annual workshop and convention. Allow time for members to network and share ideas	CEC Board	11/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Curriculum and Instruction Commission**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2b	Increase participation in committee activities	To communicate to chapter presidents the need to encourage participation in competition	Laurie Culbreth	02/03/00 11/03/00
1d	Develop ties with key policy makers	To invite key speakers, promote video of winners to them	Laurie Culbreth	02/03/00 04/18/00
3c	Highlight exemplary practice winners in Visions	To submit abstracts to Visions	Laurie Culbreth	04/18/00 11/30/00
1i	Increase awareness to legislators	To promote video of winners to legislators	Laurie Culbreth	04/18/00 11/30/00
5c	Publicize awards for exemplary work to community	To submit press releases in local papers and current	Laurie Culbreth	12/15/00
6d	Increase participation at annual meeting	To invite those interested in C & I field	Laurie Culbreth	04/18/00
6d	Communicate work of commission	To submit articles in Current	Laurie Culbreth	02/03/00 12/15/00
8a	Develop budget	To create budget	Laurie Culbreth	02/15/00
8g	Improve operations through technology	To update C & I page on FACC home page	Laurie Culbreth	02/15/00 12/15/00
2b 6a 7d	Joint conference with technology committee	To have conference site/visit	C & I Officers	04/13/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: Equity Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1d	To develop ties and professional relationships with legislators, legislative staff and key policy makers who support and promote legislation beneficial to Equity	Communicate role and purpose of commission to these individuals via letters, newsletters, etc.	Equity Comm. Officers & Regional Reps	05/00
2b	Provide professional training opportunities via the activities of the Equity Commission	Provide a Summer Conference pertinent to the essential functions of the Equity Commission Invite National or Statewide speakers to the annual Convention	All Equity Commission Officers	05/00
2g	To explore new avenues for providing development activities using technology	Video tape conference sessions. Provide info over web page & e-mail	L. White Joy Ruff	Ongoing
3b	To identify public policy issues of importance to the Equity Comm. And provide support for research on these topics	Provide appropriate information and data to members and chapters regarding key issues and communicate concerns to appropriate FACC committees	All Officers and Regional Reps.	Ongoing
4c 4d	Seeks greater involvement from groups and individuals that report on equity issues	Encourage support from local & community service activities which promotes civil rights and equity issues	G. Frazer	03/00 – 11/00
5 c	Showcase/Reorganize exemplary programs related to the Equity Commission	Continue the Equity Commission Exemplary Practice award. Continue reporting and announcing Commission Exemplary Practice award	Secretary (Joy Ruff)	05/00 – 11/00
6 d	Continue to disseminate communication about Equity Commission goals and objectives	Maintain pertinent Equity Commission issues and goals via the web page Update handbook report Equity Commission issues via newsletter	Secretary Kathy Horton and All Equity Commission Officers	Ongoing Ongoing
7 c	Review and recommend Equity Commission By-laws	Review and revise current Equity Commission by-laws	All Equity Commission Officers	03/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: Faculty Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1d 1i	Establish a network to communicate legislative issues of particular interest to faculty	Meeting to identify and task people to carry the messages, using regional reps and 2 persons from each College in our Region	The Faculty Commission Board	03/00 – 11/00
1d	Develop ties with legislators and staff	Phone calls, walking the halls	Faculty Com. & Board members Members-at-large	During session Tallahassee
3b	Design a protocol to allow the Faculty Commission to have a voice in choosing FACC's stand on legislative issues that involve academic issues and others who have a history with FACC to discuss protocol	Meet with Dr. Albertson and others who have a history with FACC to discuss protocol	Faculty Commission Board	04/00 – 11/00
6b	Develop mailing lists, and booklet for Faculty Commission to enhance networking	Put together booklet and print to increase participation at the annual meeting and regional workshops	Secretary and Chair	02/00 – 03/00
2b	Provide training regarding issues before legislators	Have speaker at Spring conference	Irene Lipof	04/00
1d 1f	Communicate faculty viewpoint to legislators and maintain active presence	Walk the halls during legislative days	Commission Board and identified Commission members	03/00 – 11/00
6d	Provide information and foster communication among chapters and within regions related to the faculty commission	Send notices and flyers to chapter presidents and region directors	The Faculty Commission Board	02/00 – 11/00
3c 6d	Encourage more articles by faculty to be submitted to Visions and Current	Use "Professor of the Year" contestants as they submit or one article from each Region	Roger Breen	05/00 – 11/00
2g	Provide a forum of faculty participation from each Region on issues of interest in education via state link-up (teleconference)	Use a forum format and link with all areas in Florida to communicate technologically with a program	Executive Board	As soon as equipment is in place
5c 7d	Recognize full-time faculty for outstanding teaching with "Professor of the Year" award for Instructional Excellence and video tape presentations	Solicit and review application for award, select semi-finalists, observe final presentations at State Convention	Vice President of Faculty Commission Jim Lansing Allison Pittman	01/00 – 11/00

Faculty Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
5c 7d	Recognize full-time faculty for outstanding teaching with "Professor of the Year" award for Instructional Excellence and video tape presentations	Solicit and review application for award, select semi-finalists, observe final presentations at State Convention	Vice President of Faculty Commission Jim Lansing Allison Pittman	01/00 – 11/00
8a	Secure funds for "Professor of the Year"	Raise amount to $500	Irene Lipof	
5d	Offer opportunities for faculty professional development	Invite presentations at Faculty Commission meetings	Ana Ciersk/ko	04/00
5c	Award Vivian Dellinger award	Distribute criteria Receive nominations and select winner	Jane Howard Rhonda Ryder-Alison	10/00
2b	Establish a formal relationship with Community Colleges Faculty Leaders Coalition	Continue to attend their meetings and establish relationships	Jack Motta	03/00 – 11/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: Financial Aid Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1a	Formulate a proposal that defines the issues and communicates the concerns involving financial aid in support of the FACC legislative agenda	Submit a letter to the Legislative Committee that details the concerns of the commission regarding relevant legislative issues	Doug Savage & Anissa Cameron	10/01/00
2a	Keep commission members informed of the legislative process	Legislative updates will be distributed to commission members during the 2000 legislative session	Doug Savage & Renee' Peterson	05/01/00
5c	Recognize exemplary programs related to scholarship (financial aid) opportunities offered by FACC Chapters	Present a $1,000 award to the FACC Chapter selected as the recipient of the FACC Commission Outstanding Scholarship Program Award	Doug Savage & Mendy Walker	11/01/00
6d	Provide information and foster communication on topical issues related to the work of the Financial Aid Commission	Hold commission meetings during FASFAA Conventions to improve participation. Identify FACC members interested in participating in the Financial Aid Commission, and keep these members informed of commission activities	Doug Savage	12/31/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: Institutional Advancement Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2b	To provide comm. members opportunities for professional development	To hold mid-year staff development conference To hold meetings throughout the state 4 to 6 times per year	Chair elect. Arlene York Chair. Dolores Sistrunk	Mid-May 2000 Jan. April. May. July. Sept.. and Nov. 2000
4a 4b 4c 4e	To enhance statewide awareness and understanding of the mission of community – targeting business/industry	To provide support to the statewide "Putting Minds to Work" marketing campaign through the following: * Campaign advisory board membership * b. Newsletter editorial board membership * Providing ideas. story leads. staff. etc. to the campaign production	 D. Sistrunk D. Sistrunk Commission Membership	Ongoing
5b	To recognize and showcase exemplary programs. practices and individuals	To coordinate and promote Leroy Collins award program for cc alumni	D. Sistrunk	03/00 – 11/00
5c	To provide and publicize awards for exemplary work	To coordinate and promote institutional advancement awards To enhance current award programs to be consistent with NCMPR awards	Vice Chair. Mary Riker D. Sistrunk and Mary Riker	03/00 – 11/00
5d	To explore additional forms/methods of showing exemplary work	To work with faculty and student development commission to seek out various forums (national) to showcasing exemplary work	IAC Executive Board	02/00 – 02/01
6b	To increase participation at FACC and IAC functions	By enhancing communications among IAC membership (e-mail. newsletter. surveys. etc) By broadening base of topics offered at mid-year conference By holding meetings throughout the state	D. Sistrunk Arlene York D. Sistrunk	Ongoing Mid-May 2000 Jan. April. May. July. Sept. Nov 2000
6d	To provide information and foster communications within chapters/regions	Chair provides updates to FACC Board of Directors at their meetings	D. Sistrunk	When scheduled

Institutional Advancement Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
6d	To provide information and foster communications within chapters/regions	Chair provides updates to FACC Board of Directors at their meetings	D. Sistrunk	When scheduled
7d	To define appropriate outcomes and plan activities that lead to improve attendance at IAC mid-year conference	By broadening base of topics offered at mid-year conference	Arlene York	Mid-May 2000
8a	To develop and implement a budget for the IAC Commission	To review financial (income/expenditures) from mid-year conference and IAC competition	Stephanie Green, Treasurer	Ongoing

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☐ Chapter ☒ Commission ☐ Standing Committee ☐ Special Committee

Name of Unit: Institutional Effectiveness Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
6a 6b 6d	Conduct a commission needs assessment to determine continued interest	Contact community college chapter presidents for names of commission contacts. Contact one or more people identified on the FACC Commission membership list to determine continued interest and update the mailing list accordingly.	Karen Griffin	3/00
2b 2g	Provide at least one professional development activity relevant to the Commission	Pending the outcome of the needs assessment, a program will be planned for the annual convention dealing with one or more SACS issues. A spring conference or meeting may be conducted via video conferencing or chat room depending on the support available.	Karen Griffin	11/00
6a	Update and augment the Commission Web page	Pending the outcome of the needs assessment, efforts will continue to achieve the 1999 objective of updating the FACC Institutional Effectiveness Web page.	Karen Griffin	Ongoing
7c	Review and revise commission bylaws	As stated. Pending the outcome of the needs assessment, the bylaws will be circulated and revised.	Karen Griffin	10/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: Learning Resources Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7c	Evaluate the relevancy of the Commission	Find, review, update and seek feedback on the Commission by-laws and purpose	Emmett Denny	02/00 – Ongoing
6a	Enhance communication among Commission members and among all FACC members	Significantly improved the commission Web page linked to the FACC Web site	Emmett Denny will seek a skilled volunteer	02/00 – 04/00
5c 6c	Recognize a LRC employee for exemplary service	Submit name to FACC/present award to recipient at annual convention	Emmett Denny with feedback from Commission Officers	02/00 – 10/00
6d	Conduct a technology survey of all community college academic library employees	Organize, write, and dispatch survey to all the community college libraries	Emmett Denny	02/00 – 07/00
2b	Present survey results at annual convention	Tabulate and graph data for a presentation at annual conference	Emmett Denny	08/00 – 11/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Occupational Education Commission**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1b	Communicate legislative issues affecting community colleges to the membership in a timely and effective manner	Post legislative issues or relevant links in the new and improved Occupational Commission Web Page Update discussion at Spring Conference	Chair and officers	05/00
1j	Work to facilitate a common agenda among the 28 community colleges	Improve communication among participating colleges and generate constructive discussion of common goals, challenges, and alternative solutions	Chair and officers	Ongoing
4c	Seek greater involvement of business and industry	Request from community colleges submission of exemplary partnerships with industry and publicize best practices	Chair and officers	By Spring Conference
5c	Showcase exemplary programs and activities of FACC member organizations and individuals	Using the Web Page as a vehicle, post submitted programs and activities	Chair and officers	Ongoing
6a	Enhance opportunities for communication among Association members	Create a new Web Site that will encourage participation of members and serve as a forum for exchanging information	Chair and officers	05/00
6a 6b	Increase participation at the annual meeting	Contact occupational deans/directors/chairs and invite them and their schools to get involved in the improvement of the Occupational Commission Convert this Commission into a useful resource for all colleges in Florida	Chair and officers	05/00
7d	Define outcomes and plan activities that will lead to improved attendance and accomplishment of outcomes	Actively pursue the involvement of other colleges and define agenda for an informative and exciting Spring meeting	Chair and officers	05/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: Retirees Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
6a 6b	Increase communications/networking with Ret. Commission officers, Chapter Presidents, Region Directors, and statewide Retirees	Via phone, fax, and mail-outs	Lois Phillips Helen Davis Joan Young	Ongoing 02/00 – 11/00
6a 6b	Build and update Retiree mailing list	Request list of active Retirees from FACC office and Chapter Presidents	Lois Phillips	02/29/00
2b 2g	Provide an educational, developmental/personal interest program at annual meeting	Develop Retiree info-gathering form seeking suggested topics, speakers, and Retiree's list of expertise, mail to all Retirees	Lois Phillips	02/29/00
6b 6d 7a 7d	Increase participation of Retirees at Chapter, Region and Annual Meetings by at least 10%	Mail-outs to Chapter Presidents, Region Directors with ideas for recruitment, programs, and utilization of retirees' expertise, include retiree info form. Chair or designee will attend each Regional meeting	Lois Phillips Helen Davis Joan Young	03/31/00
8a	Become fiscally solvent	Raffles at Annual meeting	All officers and members	11/00
6b	Increase recognition and visibility in FACC	Submit article and photos for each issue of Current	Lois Phillips Joan Young	02/00 – 11/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Student Development Commission**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
5c 5d	Continue to recognize, record and publicize the outstanding efforts of individuals in Student Development areas of the 28 Florida Community Colleges	Award the following: Exemplary Practice Award Distinguished Service Award Advancement Award Cameron Hall Practitioners Award	Randy Pawlowski Jim Watson Debbie Bowe	11/99 – 11/00 2/00 – 5/00 2/00 – 5/00
2a 2b 2c 3b 6b 7d	Provide opportunities for professional development and networking for students development professionals increasing participation by 10%	Spring Conference Fall Convention Distribute the following: Handbook Newsletter Current	Jeff Peters Jim Watson Victor Collazo Lori Bevel	2/00 – 5/00 5/00 – 11/00 2/00 – 5/00 2/00 – 12/00
6b	Continue to build and update SDC mailing list and database	Add/delete names as needed. Chapter Presidents, College Presidents, Commission and Region Reps.	Lindsay Roach Region Reps	2/00 – 12/00
4c	Continue to build strong working relationships with ICUF, SUS and other interested sponsors associated with Student Development	Spring Conference Distribute - Newsletter	Debbie Bowe Lori Bevel	2/00 – 5/00 2/00 – 12/00
6b 6c 6d	Expand mail outs, newsletters to other commissions, all Student Development staff to reach a broader population	Distribute the following: Newsletter Awards Call for Programs	Lori Bevel Randy Pawlowski Jim Watson Debbie Bowe Region Reps	2/00 – 12/00
8a	Complete all budgeting, all commission business, all reporting in a timely manner	Submit Budget reports	Joan Cosma Jeff Peters	2/00 – 12/00
8b	Contribute to the overall financial well being of the association and its goals	Perform Fundraiser at Spring Conference	Jeff Peters Joan Cosma Susan Calhoun Joy Raulerson	2/00 – 12/00
2c 4c 6b	Acclimate future SDC professionals to our commission and FACC	Invite graduate students in Student Development programs to Spring Conference	David Hosman	2/00 – 5/00
6a	Assure that the SDC is current with and utilizes available technology	Maintain SDC/FACC web site Using SDC/FACC website for update and announcements	Leslie Duckworth	2/00 – 12/00

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2a 1d	Assure the SDC is current with legislative issues	Inform SDC of current trends and issues Invite key policy makers to commission functions	Don Lewis	2/00 – 12/00
1c	Identify and communicate SDC positions and viewpoints on pertinent issues effecting Student Development	Survey SDC members at Spring Conference	Jeff Peters	2/00 – 5/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: Technology Commission

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2b 6a 7d	Provide professional development activities for commission members	Co-sponsor conference with the C&I Commission on technology for instruction Conference/site visit of SCC	C&I and Technology Commission officers/SCC staff	Present – 6/00
2b 6a 7d	Provide professional development activities for commission members	Plan program for FACC Annual Convention and business meeting	Officers	Present – 11/00
2g 6a	Provide professional development activities via video conference technology	Provide teleconferencing opportunity at Technology/C&I conference	Officers/SCC staff	Present – 6/00
6a	Provide ongoing communications and networking among commission members	Maintain the Technology Commission Web site and keep the website updated	Officers	Ongoing
6a 6c 7d	Provide ongoing communications and networking among commission members	Provide an e-mail center at the FACC Annual Convention. Coordinate set up, implementation and scheduling of the email center	Officers	Present – 11/00
6a	Develop a broader network of individuals willing to share their expertise in technology as it applies to all college functions	Maintain a Technology Commission listserv	Officers	Ongoing
6c	Increase membership and voting representative designees	Invite membership through the FACC listserv, Web site mailings, and other publications or means	Officers	Ongoing
8g	Improve technology applications within FACC administrative operations	Explore needs of association office for technology and plan for implementation. Coordinate information with Learning Resources Commission and Mike Comins	Officers	Ongoing

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Trustees' Commission**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2b 6c 2c	At least 95% of the 209 community college trustees will participate in one or more trustee training activity during 2000	The Trustees' Commission will hold four Trustee Training Workshops	Trustee Training and Development Committee (TTDC)	1/1/00 – 12/31/00
		An award will be given to the individual community college board of trustees with the greatest percentage of participation in trustee training activities	FACC Staff, Commission Board of Directors, State Board Staff	11/15/00
2a 1c 1d 1e 1h 2 b	The Commission will provide a forum for trustees to gain an understanding of pending Florida Community College Legislative issues and to discuss concerns about those issues with legislators	The Commission will hold a Legislative Workshop in Tallahassee during or just prior to the Legislative Session to update trustees on legislative issues and to provide an opportunity for trustees to meet with legislators	FACC Staff, TTDC, Presidents Council, SBCC Staff	5/5/00
2b 6a	The Commission will provide training opportunities for new trustees and seasoned trustees that will help trustee develop in their role as trustees	The Commission will sponsor an annual trustee training workshop and orientation for new trustees to help develop the skills and knowledge base trustees need to be effective	FACC Staff, TTDC, Presidents Council, SBCC Staff	12/31/00
2a 1c 1d 1e 1h 2b	The Commission will provide an opportunity for Trustees to learn about issues and concerns that face community colleges on a national level	The Commission will sponsor one training activity each year that focuses on national community college issues	FACC Staff, TTDC, Presidents Council, SBCC Staff	12/31/00
2a 1c 1d 1e 1h 2b	The Commission will provide an opportunity for all trustees to learn about new state legislation that effects community colleges that passed the Florida legislature	The Commission will sponsor one training activity at the end of each legislative session that provides a review of the community college system appropriation and substantive legislative issues that passed the Florida Legislature	FACC Staff, TTDC, Presidents Council, SBCC Staff	7/1/00
5d	The Commission will recognize individual community college trustees in Florida who are exemplary in their role as a trustee	One exemplary trustee will be selected each year based on nominations from each community college board of trustees to receive the "Trustee of the Year" Award	FACC Staff, TTDC, Presidents Council, SBCC Staff, Individual Boards of Trustees	11/15/00
1a 1b 1c 1d 1h	The Commission will provide an opportunity for trustees to interact with federal legislators on federal issues of concern to community colleges	The Trustees Commission will host a breakfast in conjunction with the ACCT Legislative Workshop for Florida Congressional Members	FACC Staff, TTDC, Presidents Council, SBCC Staff	12/31/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☒Commission ☐Standing Committee ☐Special Committee

Name of Unit: **Global Initiatives Commission (Provisional)**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2f 2c 6b	To provide opportunities for association members to receive professional training and education	Plan and schedule another program at the FACC convention with global and international emphasis	Jane Howard and commission	01/00 – 12/00
2b 5d	To establish conferences and workshops that will lead to the establishment of appropriate outcomes for members	Organize workshops on the international theme at a Region or commission meetings	Jane Howard and commission	04/00 – 12/00
6a	To develop opportunities for communication and networking about international education through the use of technology	Communicate how to learn using technology through the internet and distance learning about travel opportunities for professional development	Global Initiatives Commission	01/00 – 12/00
6b	To develop a statewide directory of members in global connections and education for new membership	Develop a statewide directory of member Colleges who participate in international training or education		01/00 – 12/00
6d	To complete a College survey on the international education	Mail and tabulate the results	Don Matthews	01/00 – 12/00
7	To become a full FACC Commission of International Education		Jane Howard and Don Matthews	01/00 –12/00

STANDING COMMITTEES

Standing Committees

Committee	Committee Chair
(1) Legislative	Victoria Hernandez, MDCC
(2) Bylaws	Cathy Hakes, SPJC
(3) Member Services	Patricia Ayres, MDCC
(4) Retirement Issues	Larry Bracken, PJC
(5) Planning & Development	Doug Olson, FCCJ
(6) Membership Development	Sandra Harrell, CJC
(7) Finance & Human Resources	Barry Keim, IRCC

Standing Committees are defined in Article VII, Section 2, of the Association's *Bylaws*, and the Standing Committees shown in the above table are established. The method of appointment, composition, and duties are prescribed in Standing Rule III.

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☒Standing Committee ☐Special Committee

Name of Unit: Legislative Committee

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1a 1f 3a	In concert with the Council of Community College Presidents and the State Board of Community Colleges, the Legislative Committee will develop the FACC Legislative Agenda for approval by the Board of Directors.	The Committee will work the Association's Executive Director, the Association's membership, legislators, legislative staff, the Council of Presidents and the State Board to identify issues of legislative concern to the Association and the Association's membership.	The Chair of the Legislative Committee, Committee members and the Association's Executive Director	7/99-3/00
1b 1c 1e	Once the FACC Legislative Agenda is adopted, the Legislative Committee will assist the Association's staff in adequately publishing and promoting the agenda to FACC members, legislators and legislative staff.	The Committee will publish the FACC Legislative Agenda in the Association's Bluebook prior to the legislative session and will distribute the Bluebook to FACC members, legislators, and legislative staff. The committee will also use other FACC publications to distribute the legislative agenda.	The Committee Chair, Committee Members and FACC staff.	7/99-5/00
1g 1i 1j	At least once every two years a forum will be provided for FACC members to provide input into the FACC legislative agenda.	At the Annual Convention, the Legislative Committee will hold a workshop for all FACC members to provide input and suggestions on the FACC legislative agenda.	Legislative Committee	Annual Convention
1b 1c	At least once weekly during the Legislative Session, a report will be issued to FACC members updating the membership on various issues being considered by the legislature which impact community colleges' and the colleges employees.	The Executive Director will prepare a weekly report for distribution to the membership and the Director of Communications will ensure wide distribution of each report with the assistance of Chair of Legislative Committee.	Executive Director and the Director of Com.	3/7/00-5/5/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☒Standing Committee ☐Special Committee

Name of Unit: **Bylaws Committee**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7c	To review and revise the Association's Bylaws	Encourage input from all chapters, regions, commissions relative to Bylaws changes & facilitate changes through established process	Cathy Hakes & Bylaws Committee	Ongoing
7c	Encourage chapters, regions commissions to regularly review their Bylaws	Provide assistance to chapters, regions, commissions in up-dating and reviewing their Bylaws as needed	Cathy Hakes & Bylaws Committee	Ongoing

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☒Standing Committee ☐Special Committee

Name of Unit: Member Services Committee

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
7b	Establish a member benefits package which cannot be obtained through a members own institution and is recognized as significant by a majority of the membership	Contact businesses, resorts, travel agencies, etc., to search for availability of discounts for members	Patricia Ayres	7/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☒Standing Committee ☐Special Committee

Name of Unit: Retirement Issues Committee

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
1c		Follow legislation as it proceeds through the system	Chair and FACC staff	4/00
2a		Explain retirement programs to our members through presentations	Committee	Ongoing
		Develop a Web page	Chair & FACC staff	10/00
		Inform members of how to get their own calculations for retirement purposes of to do these projections for them	Committee & FACC staff	10/00
		Explain the elements of financial planning for the future to our members through various programs and/or speakers	Committee & FACC Staff	Ongoing
2a		Proactive in looking at legislative issues so that our members can become involved at an early stage and thereby possibly influence the outcome of various legislative programs		10/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☒Standing Committee ☐Special Committee

Name of Unit: Planning and Development Committee

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
8f	Update the objectives and identify the units that are assigned primary responsibility for accomplishing each objective as published in the "FACC Goals and Objectives for 2000."	Draft "FACC Goals and Objectives for 2000" based on inputs from the Executive Board and the Executive Director.	P & D Comm. Chair Exec. Committee Executive Director	1/7/00 Completed
		Approve "FACC Goals and Objectives for 2000"	Board of Directors	2/4/00 Completed
		Publish FACC "FACC Goals and Objectives for 2000" on the FACC Web Site.	FACC Staff	3/00 Completed
8f	Define Unit Objectives/Activities (Operational Plans) for Regions, Chapters, Commissions, and Committees.	Conduct training for organizational units at the annual FACC Leadership Training Seminar.	P & D Comm. Chair	2/3/00 Completed
		Assist Units with finalizing the Unit Objectives/Activities at the Annual Leadership Workshop.	P & D Committee Exec. Committee	2/3/00 Completed
		Collect and edit Unit Objectives/Activities and put into format for publication.	P & D Comm. Chair	4/1/00 Completed
8f	Issue an updated strategic plan with operational objectives.	Compile materials including Unit Objective/Activities and organize content of the *FACC Strategic Plan for 2000*.	P & D Comm. Chair FACC Staff	5/1/00
		Publish *FACC Strategic Plan, Goals and Operational Objectives for 2000* in hard-copy and on the FACC Web site.	FACC Staff	6/30/00
8f	Design a database to facilitate the planning process.	Create a FACC Goals & Objectives MS Access database.	P & D Comm. Chair	Ongoing
		Create a MS Access database for organizing and monitoring progress toward completion of Unit Objectives/Activities.		
		Publish database reports.		

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
8f	Review and improve the Association's long-range strategic planning process	Review of the process as described in the *FACC Strategic Plan, Goals and Operational Objectives 1998*; make recommendations for improvement	P & D Committee Exec. Committee FACC Staff	Ongoing
8f	Insure that *the FACC Strategic Plan for 2000* is consistent with the *FACC Bylaws and Standing Rules*	Compare the Bylaws and Standing Rules to "FACC Goals and Objectives for 2000." Refer questions to the Executive Committee	P & D Committee Executive Committee	11/1/00
		Review "Unit Objectives/Activities for 2000" and refer questions to the Executive Committee.	P & D Committee Executive Committee	11/1/00
8f	Publish a workbook for developing next year's (2001) Strategic Plan.	Update and consolidate forms and instructions. Assemble into a notebook and include forms on diskette or the Web.	P & D Committee FACC Staff	12/1/00
8f	Conduct an annual review of the FACC Mission and Goals (Section II of the Bylaws)	Review proposals for additions or changes, and submit a white paper to the Executive Committee	P & D Committee Executive Committee	11/1/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☒Standing Committee ☐Special Committee

Name of Unit: **Membership Development Committee**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2c	Host a state membership workshop	Meet with Executive Director, FACC President and President elect	Harry Albertson Sandra Harrell Joyce Tranyom Mike Comins	2/00-7/00
7a	Visit all schools with membership under 50%	Meet with Chapter offices at schools with membership under 50%	Sandra Harrell Committee Reps	2/00-11/00
7c	Review and revise FACC policies to enhance retention of FACC members	Meet at 2000 Convention	Membership Development Committee	11/00
7d	Encourage attendance from each college to membership workshop	Personally contact each Chapter, Region and Commission	Sandra Harrell Committee Reps	2/00-7/00
4d	Reach goal of 8000	On-going contact with all colleges	Membership Development Committee	2/00-11/00
4d	Network with all Chapters to share what works to build membership	Contact Chapters for Reports of Membership Drives	Membership Development Committee	2/00-7/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☒Standing Committee ☐Special Committee

Name of Unit: Finance & Human Resources Committee

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date (s) and Status
8a 8g 8h 8c	The Committee will ensure that the Association is fiscally sound	The Committee will prepare an annual budget each year for the review and approval of the Executive Committee and the Board of Directors	Finance and Human Resources Committee, FACC Staff	7/1/00
		The Committee will annually review the institutional and individual dues formula and make recommendations to the Board of Directors when appropriate for changes to the dues formula that will ensure a fiscally sound Association.	Finance and Human Resources Committee, FACC Staff	12/31/00
		From time to time, the Committee will look at ideas for new sources of revenue that are appropriate revenue streams for the Association and make recommendations to the Board of Directors.	Finance and Human Resources Committee, FACC Staff	
8a 8c 8g 8h 8d	The Committee will ensure that the Association is efficiently and effectively managed	The Committee will provide for an independent annual audit of the Association and provide a report to the Board of Directors based on the annual audit	Finance and Human Resources Committee, FACC Staff	11/15/00
		The Committee will develop and continuously update a policy and procedures manual for the Association	Finance and Human Resources Committee, FACC Staff	12/31/00
		The Committee will develop a table of personnel for the Association and will, from time to time make recommendations to the Board of Directors on staffing levels/changes as appropriate	Finance and Human Resources Committee, FACC Staff	12/31/00
8a 8d 8g 8h	The Committee will ensure that the Association, the Board of Directors and the Association's facilities are properly insured and protected against liability	Periodically the committee will review the Association's insurance needs and make recommendations to the Board of Directors based on that review	Finance and Human Resources Committee, FACC Staff	12/31/00
8a 8b 8g 8h	The Committee will ensure that the Association's physical plant, equipment and other assets are well maintained and sufficient to meet the needs of the Association	Periodically the committee will conduct an audit of the Association's fiscal plant, equipment and other assets and make recommendations to the Board of Directors based on that audit	Finance and Human Resources Committee, FACC Staff	12/31/00

SPECIAL COMMITTEES

Special Committees

Committee	Committee Chair
(1) Awards	Ron Natale, FCCJ
(2) Nominating	Charles "Chuck" Mojock, DBCC
(3) Tellers/Elections	Sharon Delgado, DBCC
(4) Credentials	Bobbi Moran, CFCC
(Ad Hoc) Journal Editorial	James Wattenbarger, UF
(Ad Hoc) Leadership	Larry Tyree, SFeCC
(Ad Hoc) Legislative Award	Joyce Tranynom, CJC

Special Committees are defined in Article VII, Section , of the Association's *Bylaws*. Ad hoc committees may be appointed by the President as needed. Duties of the Awards, Nominating, Tellers/Elections, and Credentials Committees are prescribed in Standing Rule III.

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☐ Chapter ☐ Commission ☐ Standing Committee ☒ Special Committee

Name of Unit: Awards Committee

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
5d	Select a Chapter of the Year.	A presentation will be made at the Leadership conference to explain the criteria and process for selecting a chapter of the year.	Ron Natale	February 3, 2000
5d	Select a Chapter of the Year.	Letters will be mailed in March to each chapter president and region director to ensure participation from all.	Ron Natale	March 31, 2000
5d	Select a Chapter of the Year.	Region directors will receive a reminder in April that the deadline for submission of Chapter of the Year books is June 1, 2000. Phone calls and email messages will be made as necessary.	Ron Natale	April 30, 2000
5d	Select a Chapter of the Year.	The chapter of the Year will be selected at the September FACC Board meeting.	Ron Natale	September 2000)
5d	Select recipients for the Honorary Life Member and Distinguished Service Awards.	A presentation will be made at the Leadership conference to explain the criteria and process for selecting Honorary Life Members and Distinguished Service Award recipients.	Ron Natale	February 3, 2000
5d	Select recipients for the Honorary Life Member and Distinguished Service Awards.	Letters will be mailed in March to each chapter president and region director to ensure participation from all.	Ron Natale	March 31, 2000
5d	Select recipients for the Honorary Life Member and Distinguished Service Awards.	Region directors will receive a reminder in April that the deadline for submission of Honorary Life Member and Distinguished service Award nominations is June 1, 2000. Phone calls and email messages will be made as necessary.	Ron Natale	April 30, 2000
5d	Select recipients for the Honorary Life Member and Distinguished Service Awards.	Recipients for the Honorary Life Membership and Distinguished Service Award will be selected at the September FACC Board meeting.	Ron Natale	September 2000

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☐Standing Committee ☒Special Committee

Name of Unit: Nominating Committee

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
8i	Obtain at least two candidates for each office.	Work with Board of Directors and past state officers to identify good candidates. Publish call for nominations in Current.	Chuck Mojock, Nominating Committee Members, H.A. Scott	6/00
8i	Submit a slate of officers to the FACC Board of Directors for approval.	Solicit qualified candidates for the officers of President Elect, Vice President for Commissions and Vice President for Regions and Chapters.	Chuck Mojock, Nominating Committee Members	9/00
8i	Inform membership of nominees for state office.	1. Publish slate of officers in the Convention issue of Current.	Chuck Mojock, H.A. Scott	10/00
		2. Present slate of officers at the Annual Convention.	Chuck Mojock	11/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐ Region ☐ Chapter ☐ Commission ☐ Standing Committee ☒ Special Committee

Name of Unit: **Tellers /Elections Committee**

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
81	Submit a slate of officers to the FACC Board of Directors for approval	Appoint committee	Sharon Delgado	11/00
	Publish slate of officers in the Convention issues of Current	Monitor voting process and ensure that all voters are approval delegates	Sharon Delgado	11/00
	Present slate of officers at the annual Convention	Count votes and report the results of the voting to the delegates body	Sharon Delgado	11/20/00
81	Ensure a fair and accurate voting process and report the results	1. Appoint Committee.	Joyce Traynom	Jan 2000
		2. Monitor voting process and ensure that all voters are approved delegates.	Sharon Delgado	Nov 2000
		3. Count votes.	Sharon Delgado	Nov 2000
		4. Chairman reports the results of the voting to the delegate body.	Sharon Delgado	Nov 2000

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☐Standing Committee ☒Special Committee

Name of Unit: Credentials Committee

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
81	Manage the process of identifying, credentialing and recording the proper number of delegates	1. Secure credentials book from FACC office.	Bobbi Moran	11/00
		2. Verify the number of delegates.	Bobbi Moran	11/00
		3. Provide proper forms for delegates should a change to the delegation representation change. Secure proper signatures in the case of delegate change.	Bobbi Moran	11/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☐Standing Committee ☒Special Committee

Name of Unit: Journal Editorial Committee

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2d	Continue to provide a Journal of high quality for FACC members.	Obtain articles for inclusion in Issue Number 5 before the end of the year.	James Wattenberger	1/00-9/00
3b	Encourage and develop research for use in future publications.	Work with FACC Executive Committee and Board to inform members of opportunity Visions provides to publish targeted research. Encourage and work with potential authors as appropriate to complete articles for inclusion.	James Wattenberger	Ongoing
3c	Publish the Journal	Edit articles, layout, print and distribute the Journal.	James Wattenberger, H. A. Scott	11/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☐Standing Committee ☒Special Committee

Name of Unit: Leadership Committee

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
2c 2e	Initiate planning for the FACC Leadership Institute.	1. Appoint committee of Presidents' Council and other FACC leaders.	Larry Tyree, Harry Albertson	5/15/00
		2. Develop program, curriculum, schedule and admission requirements.	Larry Tyree, Harry Albertson	8/31/00
		3. Develop marketing and recruiting plan.	Larry Tyree, Harry Albertson, Institutional Advancement Commission	9/29/00

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☐Standing Committee ☒Special Committee

Name of Unit: Legislative Awards Committee

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status
5a	The Committee will develop and implement a program which recognizes legislators who have made noteworthy and sustaining contributions to the advancement of Florida's Community Colleges and the students served by the colleges.	2001 Legislative Awards nomination forms will be mailed to each Chapter President and college President by 1/15/01.	FACC staff	1/15/01
		Those FACC Chapters wishing to nominate a legislator for the FACC Legislative Award will return the completed nomination forms to the Legislative Awards Committee by 2/13/01.	FACC Chapters College Presidents	2/13/01
		The Legislative Awards Committee will meet, review the nominations and select the legislators who will receive the 2001 FACC Legislative Service Awards from among those nominated.	FACC Legislative Awards Committee	2/28/01
		A banquet will be held to recognize the legislators who have been selected to receive the 2001 awards.	FACC Staff, Trustees, Legislative Awards Committee, and Award Recipients	3/30/01
		Current articles and news releases will be prepared to recognize the 2001 Legislative Award recipients.	FACC staff	3/30/01

APPENDIX A

STRATEGIC PLANNING PROCESS

Each college conducts a process of planning and institutional effectiveness to continually improve themselves, and to meet accreditation criteria. This strategic planning process is the Association's process for planning and improving performance.

Purpose

The reasons for conducting the strategic planning process are:

- to understand what we are about, and should be about, as our "core business" – the MISSION
- to set our longer term directions which better define the parameters of that purpose – the GOALS
- to determine as an organization (and as Regions, Chapters, Commissions and Committees within the organization) what we, both individually and collectively, specifically intend to do each year– the OBJECTIVES
- how we intend to do it– the ACTIVITIES
- who will be responsible for doing it– the PERSON RESPONSIBLE
- when they will do it – the DATES and,
- how successful we are in reaching our goals – the EVALUATION

The success of the Association depends on the actions of its members, as they participate through Regions, Chapters, Commissions and Committees. The strategic planning process is a cyclical exercise designed to walk the organization through clarifying purpose, setting objectives, defining activities, evaluating success, and using the results to improve the organization and better craft objectives and activities the following year. As such, it is just a tool to take the tremendous people resources that drive our organization, and channel their energies toward a collectively-defined good.

Components

The strategic planning process for the Association continues to evolve. This process contains a series of readily identifiable components. The components are listed below, with the forms included in Appendix C.

MISSION AND GOALS – Every five years the Planning and Development Committee, working with the Executive Committee and the Executive Director, conducts a comprehensive review of

the mission and goals. Since the mission and goals is part of the *Bylaws*, changes must be approved by the Assembly of Delegates as specified in Article XIV of the *Bylaws*.

OBJECTIVES – Several objectives are listed for each goal. These objectives guide the groups within the Association in achieving the Association's goals. Objectives are shorter term than goals. Some objectives may be accomplished in a year or less; others may take longer to accomplish or may be ongoing. Each year the old and new Executive Committees, working with the Planning and Development Committee reviews the objectives associated with each goal and may recommend changes. Changes must be approved by the Board of Directors. .

UNIT OBJECTIVES AND ACTIVITIES – Regions, Chapters, Commissions, and Committees are the organizational units of the Association. Annually, each of these units defines unit objectives and lists activities that will be undertaken to achieve the unit's objectives. The unit objectives are designed to help accomplish one or more of the Association's objectives. The units planning and execution process includes the following steps:

Establishing Objectives. Following the Annual Convention, the new or continuing leadership will prepare formal objectives and activities. This year, unit objectives and planned activities are recorded on the "Unit Objectives/Activities Planning & Evaluation Form". (See Appendix C.)

Working the Plan. Form and process are important, but the critical component of this entire "system" is for each Region, Chapter, Commission, and Committee to implement the plan and "do" the activities. Over the course of the year, the plan should serve as a living document – a flexible blueprint for action.

Evaluating. As the year draws to a close each unit is asked to conduct a formal evaluation of how well they did in conducting the activities and meeting the objectives they set for themselves. This evaluation is recorded on the "Unit Objectives/Activities Planning & Evaluation Form." (See Appendix C.) The responses included on this form provide the background for crafting the following year's plans, and so the cycle is completed and begins again.

Distribution of Planning Packets. To assist the Regions, Chapters, Commissions, and Committees in beginning the next year's planning cycle, an individualized Planning Packet is sent to the unit leadership. The planning packet contains the completed forms for the previous year and planning materials for the coming year. A copy of the cover letter that accompanied last year's Planning Packet is included as Appendix B.

Timetable

The Association's Planning and Development Committee, working with the Executive Committee and FACC Board of Directors, tries to adhere to the following timetable:

- DECEMBER (early) – Old and new FACC Executive Committees meet to review evaluations and set Association-wide objectives for the coming year. Planning "liaisons" are established.

- DECEMBER (mid) – Association-wide objectives for the coming year are distributed to each Chapter, Region, Commission and Committee. Planning forms and explanation of process and procedures, and a timetable for response is included.

- JANUARY (early) – Members of the Executive Committee and Planning and Development Committees contact the leadership of each Region, Chapter, Commission, and Committee to review the previous year's evaluation and start the process of identifying objectives and activities for the coming year. Each unit is expected to bring a draft planning form to the annual Leadership Training Seminar.

- JANUARY (late) or FEBRUARY (early) – (Annual Leadership Training Seminar) In small group sessions, led by the Executive Committee members and assisted by the Planning and Development Committee, "Unit" plans are finalized at the Leadership seminar.

- FEBRUARY/MARCH – Executive Committee and Planning and Development Committee liaisons work with Chapter Presidents, Region Directors, Commission and Committee Chairs until the planning forms (and content of objectives/activities) are complete. Following review and approval by both groups, the annual Strategic/ Operational plan is published.

- JULY (At Annual Membership Meeting) - The July meeting provides the opportunity for a "mid-year" evaluation of progress in reaching objectives, reinforcing the areas that need work, and reminding Unit leaders of their obligations for evaluating and preliminary goal-setting at the Annual Convention.

- NOVEMBER – (At Annual Convention) - All Chapters, Regions, Commissions and Committees report progress on completing activities and achieving objectives on the standard form.

APPENDIX B

January 5, 2000

The members of the FACC Planning and Development Committee and I look forward to working with you to achieve the FACC Goals and Objectives for Year 2000. The overall FACC Objectives can best be achieved if each Region, Chapter, Commission, and Committee starts out by defining objectives and activities that are consistent with the organization's overall goals and objectives. The Planning and Development Committee is here to assist you with this process. There are a few changes this year, so it is important that you attend the Leadership Workshop. If you are unable to attend, please make arrangements to send someone to represent your Unit.

The past chair, Jim Olliver, and past members of the Planning and Development Committee have laid a solid foundation for the planning process. "Like planning at your institution we are looking to forge an on-going process of 1) setting goals and objectives; 2) implementing activities to meet those objectives; 3) evaluating how well you have accomplished the activities (and objectives); and 4) using the results of those evaluations to build the goals and objectives for the following year." (Jim Olliver, 1999)

This Planning Packet includes several components:

1. FACC Goals and Objectives for Year 2000. These objectives are modified slightly from last year's based on your feedback and priorities. Note that beside each one we've identified which group or groups is primarily responsible for accomplishing the objective.

2. Unit Objectives/Activities Planning & Evaluation Form for Year 2000 (hardcopy and diskette). Use this form to record Unit (Region, Chapter, Commission, or Committee) objectives and activities the year. Please complete the activities and objectives for your Unit **prior** to annual Leadership Workshop, February 3, 2000. This form will also be used for the year-end evaluation. In previous years separate forms were used for planning and for evaluation; these functions are now combined on a single form.

3. Strategic Plan, Goals and Operational Objectives 1998. Although this book is two years old (1998) it continues to provide useful information. The other items in this packet are for Year 2000. If you are the person responsible for a Unit, please bring the 1999 "Unit" Objective/Activities Planning Form the 1999 "Unit" Objectives/Activities Evaluation Forms that were filled out for that Unit. A set of these materials will be mailed separately and will be available at the Leadership Workshop.

4. Assignments for Liaisons and Responsibilities. This table identifies a liaison and responsible person for each Unit. The liaison will assist the Unit's responsible person with developing, monitoring progress, and year-end reporting of Unit Objectives/Activities for Year 2000.

Thanks again for your help, and your continuing involvement in the important work of FACC.

Sincerely,

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Doug Olson, Chair
Planning & Development Committee

Assignments
for
Developing & Reporting Unit Objectives/Activities for 2000

Liaison Position & Person	Responsibility for Unit Objectives/Activities
President Joyce Traynom	
President-Elect Michael Comins	Standing Committee Chairs o Bylaws o Financial & Human Resources ** o Legislative o Member Services o Membership Development o Planning & Development ** o Retirement Issues
Immediate Past-President Chuck Mojock	Ad Hoc Committee Chairs o Credentials o Elections/Tellers o Leadership o Nominating o Awards o Journal Editorial o Legislative Award
VP for Regions & Chapters Dianne Kostelny	Region Directors – Chapter Presidents o Region I – CJC, GCCC,OWCC, PJC, TCC o Region II – FCCJ, LCCC, NFCC, SJRCC, SantaFeCC o Region III – BrevardCC, CFCC, DBCC, LSCC, SCC, VCC o Region IV – ECC, HCC, MCC, PHCC, PCC, SPJC, SoFlaCC o Region V – BrowardCC, FKCC, IRCC, MDCC (5), PBCC

Liaison Position & Person	Responsibility for Unit Objectives/Activities
VP for Commissions Debbie Bowe	Commissions ○ Administration ○ Adult & Continuing Education ○ Career Employees ○ Curriculum & Instruction ○ Equity ○ Faculty ○ Financial Aid ○ Global Initiatives* ○ Institutional Advancement ○ Institutional Effectiveness ○ Learning Resources ○ Occupational Education ○ Retirees ○ Student Development ○ Technology ○ Trustees **
Planning & Development Committee ○ Doug Olson, Chair ○ Tim Kelly, Region I ○ Gerri Bucher, Region II ○ Donna Warford-Alley, Region III ○ Bill Shaffer, Region IV ○ Ted Wright, Region V	
Executive Director	Standing Committee Chairs ○ Financial & Human Resources ** ○ Planning & Development ** Commissions ○ Trustees **

* Global Initiatives is a provisional commission.

** The Executive Director is the liaison for selected Units.

MEETING OF FEBRUARY 2, 2000
Ponce De Leon Room
Plaza Resort and Spa
Daytona Beach, FL

AGENDA

- Introductions
- Transition from Past Chair
- P & D Committee Unit Objectives/Activities for 2000
- Review of the Strategic Planning Process
- Plans for Small Group (Unit) Sessions at the Leadership Workshop (tomorrow)
- Plans for Conducting Committee Business
  - E-mail
  - Conference calls
  - Annual Meeting (at the convention)
- New/Other Business

Leadership Workshop Session, February 3rd

10:15
The FACC Long-range Plan and the Role of Chapters, Commissions and Regions in Implementing the Long-range Plan - Doug Olson, Planning and Development Com. Chair

A Review of Year 2000 FACC Goals and Objectives - Doug Olson

Establishing Commission, Region and Chapter Objectives - Doug Olson

(Note: We will break into small groups and Year 2000 Goals and Objectives for Regions, Chapters and Commissions will be completed for inclusion in FACC's Long-range Plan.)

TIMELINE

Development of the *Strategic Plan for 2000*

Date	Task	Originator	Recipient
2/3/00	Draft Unit Objectives & Activities	All Units	(See Leadership Workshop Assignments)
2/11/00	Updated draft of Unit Objectives & Activities for Chapters	Chapter President	Region Director
2/18/00	Review updated drafts of Unit Objectives & Activities forms	Region Director Commission Chairs Standing Committee Chairs Special Committee Chairs	VP for Regions & Commissions VP for Commissions President Elect Immediate Past-President
3/1/00	Submit final version of Unit Objectives & Activities forms	FACC Officers	P&D Committee Chair
4/5/00	Draft "Strategic Plan for 2000"	P&D Committee Chair with assistance of committee	FACC Tallahassee (H.A. Scott)
5/12	Send Final Copy of "Strategic Plan for 2000" to Printer	H.A. Scott	Printer
5/22	Distribute published "Strategic Plan for 2000"	FACC Tallahassee (H.A. Scott)	FACC Board, Chapter Presidents, and College Presidents

APPENDIX C

APPENDIX C: FORMS

Two very similar forms follow:

1. **Unit Objectives/Activities Planning & Evaluation Form for Year 2000**
2. **Unit Objectives/Activities for 2000**

The first form was used by the individual units (Regions, Chapters, Commissions, Standing Committees, and Special Committees) to develop their operational plans. It is also intended that this form be used for reporting on the attainment of objectives and the completion of activities. Prior to this year, a separate forms were used for planning and for evaluation.

The second form is used in this document to present each unit's operational plan. The identification of the person who submitted the report (form) is not shown on this form, since the unit's leader (vice president, director, president, or chair) is shown in the introduction to each group of units. An addition to the second form is an identification of the type of unit (Region, Chapter, Commission, Standing Committee, or Special Committee).

Both forms include space to record the following information for each Objective/Acitivity:

1. Related FACC Objective#: The number of the FACC Objective (from the list of FACC Goals and Objectives) to which a unit objective is directly related.

2. Unit Objective: What the unit intends to accomplish to help achieve the related FACC Objective. In some cases this statement may be identical to the FACC Objective, but in most cases the statement will be tailored to the nature of the unit.

3. Unit Activities: Specific activities that the unit will undertake during the year to accomplish the stated objective. These activities should be directly related to achieving the stated objective. For purposes of the Association's Strategic Plan, the list of activities should not go into extreme detail. The unit should have more detailed implementation plans if necessary.

4. Date(s) and Status: The planned start and end date for the activity, and an indication of the status. The form that was distributed to the units has a column for "Completion Date or Status Code." The same information would be entered in either form.

FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities Planning & Evaluation Form for Year 2000

Name of Unit (Commission/Committee/Chapter/Region): _____

Report Submitted By: _____ Date: _____

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Completion Date or Status Code*

* For completed objectives, enter the ***date*** *the objective was reached*; otherwise, enter a status code: **S** for "**S**atisfactory Progress," **U** for "**U**nsatisfactory Progress," or **ON** for "**ON**-Going". Attach notes to provide additional explanation of status for objectives that have not been completed, or to provide more information for completed objectives.

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FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Unit Objectives/Activities for 2000

Type of Unit: ☐Region ☐Chapter ☐Commission ☐Standing Committee ☐Special Committee

Name of Unit: _____

Related FACC Objective #	Unit Objective	Unit Activities	Person Responsible	Date(s) and Status

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APPENDIX D

APPENDIX D: HISTORY
of
The Florida Association Of Community Colleges

The Association was organized in 1949 as the Florida Association of Public Junior Colleges by the presidents of Florida's first four public community colleges. Its mission was to unite the colleges for the purpose of helping the Florida Legislature understand the Junior College and to advocate for Florida's public community colleges in the development of the state's long-range plan for higher education.

Since 1949, the Association's mission and purposes have grown in scope as has the Association itself. In 1971, the Association became the Florida Association for Community Colleges and is the most unique organization serving any community college system in the nation.

Today all 28 of the state's community colleges support the work of the Association through institutional dues as do 7,008 individual community college employees through individual memberships and the sharing of their talents, time and energy.